

ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

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AFFIRMATIVE ACTION PROGRAM

2008

October 1st 2007 to September 30th 2008

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LABORATORY

Ernest Orlando Lawrence Berkeley National Laboratory is managed under Contract No. DE-AC02-05CH11231 for the U.S. Department of Energy (DOE) by the University of California. As a federal government contractor, the Laboratory is subject to executive orders and regulations pertaining to equal employment opportunity and affirmative action.

MISSION AND OVERVIEW

Founded in 1931, Lawrence Berkeley National Laboratory (LBNL) has been a driving force behind the launch of serious investigations into particle physics and the nature of matter and energy in our universe. Since its inception as the birthplace of accelerator-based physics and nuclear medicine, LBNL has evolved into a multidisciplinary research facility that, under the Department of Energy's (DOE's) Office of Science, has a primary mission focus that includes; understanding and advancing biological, physical, and earth systems for sustainable energy and environmental solutions, characterizing and fabricating nanostructured materials, advancing physics and cosmology, conducting computational science of scale, and developing new scientific approaches to the understanding and prevention of disease.

On a competitive basis, LBNL provides access to critical national research infrastructure for university, industry, and government researchers. Major facilities include: the Advanced Light Source, a world center for ultraviolet and soft x-ray synchrotron-based science; the Molecular Foundry, a nanoscale science user facility; the National Center for Electron Microscopy for materials science; the 88-Inch Cyclotron for nuclear science; the National Energy Research Scientific Computing Center (NERSC), a DOE-leading provider of high-performance computing capabilities for complex scientific applications; and the DOE Joint Genome Institute. With one-third of its scientific staff jointly affiliated with university campuses, LBNL delivers a highly capable science and engineering workforce for the nation's future. Founder Ernest Lawrence was the laboratory's first Nobel Laureate and following that tradition, overall, eleven Nobel Laureates are associated with the laboratory. In addition, 74 staff are members of the National Academies.

**LABORATORY FOCUS
AND VISION**

Six core competencies underpin activities at Lawrence Berkeley National Laboratory:

- Sustainable energy science and technology
- Nanoscience, materials synthesis, and characterization
- Multidisciplinary biological and environmental science
- Soft x-ray and ultrafast science, photon and particle beams including those for national user facilities
- Computational science and engineering
- Advanced detector systems for astrophysics, high energy physics, and nuclear science

The Office of Science believes that these six competencies will enable LBNL to deliver its mission and customer focus, to perform a complementary role in the DOE laboratory system, and to pursue its vision for scientific excellence and pre-eminence in the areas of:

- Energy science, including carbon-neutral fuels from solar to chemical energy conversion;
- Nanoscience, surface science, and condensed matter physics for energy and scientific applications;
- Genomics and bioscience for understanding the complexity of living systems for energy solutions, understanding health effects of energy, and the prevention of disease;
- Particle-, nuclear-, and astrophysics to understand matter and energy in the universe;
- Earth systems research to develop energy resources, predict climate change, sequester carbon, optimize the nuclear fuel cycle and waste storage, and remediate environmental damage; and
- Mathematics, computer science, and large-scale computational science programs

BUSINESS LINES

The following capabilities, aligned by business lines, distinguish LBNL and provide a basis for effective teaming and partnering with other DOE laboratories, universities, and private sector partners in pursuit of the laboratory mission. These business lines and the distinguishing capabilities outlined below provide an additional window into the mission focus and unique contributions and strengths of LBNL and its role within the Office of Science laboratory complex. Items in italics within the column, Distinguishing Capabilities, identify research facilities that convey particular, strategic strengths and capabilities to the laboratory.

- Science for a Secure and Globally Sustainable Energy Future
 - Distinguishing Capabilities
 - Novel chemical synthesis processes, electrochemistry, cell and molecular biology systems;
 - Microbial organisms, biogeochemistry and remediating;
 - Climate change, Earth and eco- systems modeling; carbon sequestration, nuclear waste isolation;
 - Efficient commercial building system designs;
 - Electricity reliability;
 - *DOE Joint Genome Institute*
- Leading Facilities in Vacuum-ultra-violet (VUV), Soft X-ray, and Ultrafast Science
 - Distinguishing Capabilities
 - VUV, soft and intermediate x-ray probes for science and technology;
 - Chemical dynamics, photoionization, and other atomic, molecular, and optical phenomena; biological x-ray tomography, 8 crystallography beamlines
 - *Advanced Light Source.*

BUSINESS LINES (Continued)

- Develop Novel Materials and Nanodevices
 - Distinguishing Capabilities
 - Advanced catalytic, electronic, superconducting, structural, and optical materials;
 - Dynamic electron beam microcharacterization facilities; nanomedicine
 - *National Center for Electron Microscopy;*
 - *Molecular Foundry.*
- Understand, Detect, and Prevent Energy-Related and Environmental Causes of Disease
 - Distinguishing Capabilities
 - Molecular, cellular, and tissue models of disease;
 - New probes and imaging systems for diagnosis;
 - Low-dose radiation effects and DNA damage response;
 - Indoor air quality;
 - *Structural biology at the Advanced Light Source;*
 - *Center for Functional Imaging*
- Matter and Energy in the Universe
 - Distinguishing Capabilities
 - Astrophysics and neutrinos, nuclear structure;
 - Accelerator R&D (optical accelerators, superconducting magnets, ion sources);
 - RHIC and Large Hadron Collider (LHC) heavy-ion experiments; development of gamma ray detectors including Gammasphere and GRETINA¹ and next-generation instruments;
 - Heavy ion drivers for high energy density physics;
 - *88-Inch Cyclotron*

¹ The GRETINA detector (a forerunner of the GRETA detector, the gamma ray energy tracking array, is under development at Lawrence Berkeley National Laboratory) and is used to detect gamma rays in nuclear physics experiments.

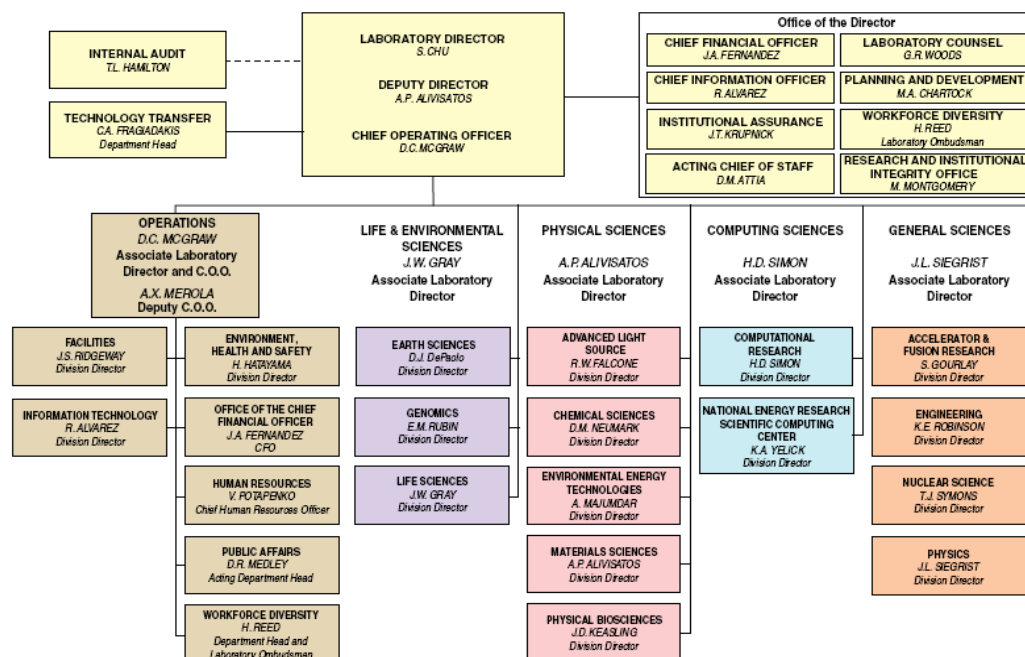
BUSINESS LINES (Continued)

- Advanced Scientific Computing for DOE Research Programs
 - Distinguishing Capabilities
 - Scientific computing capability and connectivity;
 - Mathematical tools and algorithms for science
 - *National Energy Research Scientific Computing Center*
Energy Sciences Network (ESnet)
- See Below Laboratory Organization Chart

Lawrence Berkeley National Laboratory

Organizational Chart

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY • UNIVERSITY OF CALIFORNIA



Updated: 4/14/08

Affirmative Action Program

Section 2

EEO/AA Policy Statement

It has been and will continue to be, the policy of Berkeley National Laboratory to be an equal opportunity employer. Berkeley National Laboratory's EEO/AA policy statement is included in Section 4, Internal and External Dissemination of EEO/AA Policy. In keeping with this policy, the Laboratory will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race; color; religion; sex; gender identity; pregnancy; national origin; physical or mental disability; age; medical condition (cancer related or genetic characteristics); ancestry; marital status; sexual orientation; status as a covered veteran (recently separated veteran, or Vietnam era veteran or special disabled veteran, or veteran who served on active duty during a war on a in a campaign or expedition for which a campaign badge has been authorized); or on the basis of citizenship, within the limits imposed by federal law, Immigration and Naturalization Service (INS) regulations, or the Department of Energy. Similarly, the Laboratory will continue to administer all other human resource matters (such as compensation, benefits, transfers, layoffs, Laboratory-sponsored training, education, tuition assistance and social recreation programs) in advance with Laboratory policy. The Laboratory bases employment decision on objective standards so much as possible in the furtherance of equal employment opportunity.

Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, sexual orientation, disability, age, veteran status, medical condition (cancer-related or genetic characteristics), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law or by DOE or University of California regulations. The Laboratory also undertakes affirmative action regarding women and minorities, individuals with disabilities, and covered veterans.¹

¹ **Affirmative Action Plan Footnote:** The above University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is currently under review. This policy is being revised to conform to the Uniformed Services Employment and Reemployment Rights Act of 1994 and federal regulations implementing the Jobs for Veterans Act of 2002, which became effective September 7, 2007. The policy is also being revised to add a provision that would prohibit retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to the University's nondiscrimination in employment policies. Issuance of the new policy is expected in March, 2008, at which time it will be posted on the Office of the President Diversity web site at <http://www.ucop.edu/ucophome/coordrev/policy/12-18-03NondiscriminationEmployment-academic-staff.pdf>.

"Although the new policy had not been issued at the writing of this plan, the plan has been reviewed and is in compliance with provisions of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) that were made by the Jobs for Veterans Act."

In developing affirmative action programs, the Laboratory follows the objectives of the University of California, which are:

- To ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunity to compete for jobs and to have their qualifications assessed fairly; and
- To achieve a diversified work force at all levels.

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor is responsible for enforcing the equal employment opportunity mandate of Executive Order 11246, as amended. Guidelines for the development and implementation of affirmative action programs are set forth in the OFCCP's 41 CFR, Part 60-2. The OFCCP may review the Laboratory's Affirmative Action Program (AAP) and assess the Laboratory's compliance.

THE LABORATORY DIRECTOR

The Laboratory Director of the Ernest Orlando Lawrence Berkeley National Laboratory has the overall responsibility for implementation of the Equal Employment Opportunity/Affirmative Action policy (EEO/AA) that encompasses the entire Laboratory. The Laboratory Director issues under his signature the Equal Employment Opportunity/Affirmative Action Policy Statement that is disseminated to all employees and that is reflected in the hiring procedures and policies section of the *Regulations & Procedures Manual*. This Policy Statement makes it clear that implementation of the EEO/AA program is a shared management responsibility. The Director informs the Division Directors that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance reviews.

**EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE
ACTION MANAGER**

In this capacity, the Equal Employment Opportunity/Affirmative Action Manager and designated staff members are responsible for the Laboratory-wide administration and coordination of the Affirmative Action Program, advising appropriate parties to ensure progress toward affirmative action goals, and for establishing procedures for review and revision of current employment practices to assure conformity with the Equal Employment Opportunity/Affirmative Action Policy statement.

The Equal Employment Opportunity/Affirmative Action Manager (EEO/AA Manager) is responsible for auditing and implementing the Laboratory's Affirmative Action Program. All internal and external communications regarding the Laboratory's affirmative action program are developed by the EEO/AA Manager and other personnel. The duties of the EEO/AA Manager include the following:

- Developing policy statements, affirmative action programs and internal and external communication techniques.
- Helping to identify problem areas and monitoring goal achievement through meetings with the Laboratory Director, the Deputy Director, the EEO/AA Manager, Associate Laboratory Directors, Division Directors, and the Human Resources Management team.
- Assisting Division management in developing, implementing, and maintaining the Laboratory's Affirmative Action Program, and providing technical assistance to the Laboratory Director, the Deputy Director, Associate Laboratory Directors, Division Directors, and Department and Section Heads to these ends.

**EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE
ACTION MANAGER (Continued)**

Designing and implementing auditing and reporting systems that:

1. Measure the effectiveness of the Laboratory EEO programs.
 2. Indicate any need for remedial action.
 3. Determine the degree to which the Laboratory's goals and objectives are being attained.
- Serving as liaison between the Laboratory and enforcement agencies.
 - Clarifying the spirit and intent of EEO/AA laws and regulations and keeping management advised on the latest developments in all areas of equal employment opportunity and affirmative action.
 - Keeping management informed of the latest development in the equal opportunity area.
 - Meeting with department supervisors to make certain that the Laboratory's EEO/AA policies are being followed.
 - Informing all supervisors that their individual work performance has direct impact on the Laboratory's equal employment opportunity efforts and results.
 - Maintaining oversight responsibilities for reviewing the progress, quality, and integrity of the development of the Affirmative Action Program.
 - Serving as liaison between the Laboratory and organizations concerned with employment opportunities for women and minorities, individuals with a disability and covered veterans.
 - Assisting the Human Resources Department and the Laboratory Divisions in the outreach recruitment of women and minorities, individuals with a disability and covered veterans.
 - Continuing to bear primary responsibility for community relations and liaison with local and national organizations concerned with the employment of women and minorities as well as those persons protected by law from discrimination based on religion, national origin, age, physical or mental disability, covered veteran status, marital status, sexual orientation, medical condition (cancer-related), citizenship, or ancestry and gender identity.

**HUMAN RESOURCES HEAD
AND STAFF**

The Human Resources Head and staff are responsible for implementing the full range of Laboratory policies and procedures aimed at ensuring equal employment opportunity and affirmative action at the Berkeley Lab.

- Developing recruitment plans with the goal of increasing representation of underutilized groups in the applicant pools.
- Monitoring the recruitment process to ensure that a suitable search is conducted.
- Gathering and maintaining records/data on human resources actions.
- Helping management meet its hiring goals through working closely with minorities and women's recruiting sources, State employment offices, and rehabilitation and service centers.
- Providing calendars of recruitment and outreach events and assisting in the planning and coordination of those activities.
- Advising all recruitment sources of the Laboratory's Equal Employment Opportunity/Affirmative Action policy.
- Placing recruitment advertisements in publications likely to be read by greater numbers of qualified applicants including women, minorities, individuals with a disability and covered veterans.
- Administering training and development programs.
- Providing information to new employees on the Laboratory's EEO/AA program and its objectives.
- May review the job requisitions used by the Laboratory to ensure that they reflect actual job requirements.
- Monitoring applications, interviews, offers of employment, wage commitments, and any other terms and conditions of employment for consistency with Laboratory policy.
- Providing career counseling.
- Administering policies and procedures in the resolution of employee problems or complaints.

**DEPUTY DIRECTOR AND
ASSOCIATE LABORATORY
DIRECTORS**

The Deputy Director is responsible for scientific policy, program development, and major new Laboratory initiatives. The Associate Laboratory Director is At-Large and provides guidance on Lab-wide issues, strategic direction, and educational needs. All are responsible for following and ensuring the implementation of all Laboratory policies including non-discrimination and affirmative action policies.

DIVISION DIRECTORS

The Division Directors have overall responsibility for implementing EEO/AA policies within their Divisions. These responsibilities include the following:

- Apprising department/section/unit heads, supervisors, and employees of the Berkeley Lab's policies and ascertaining that these policies are being followed.
- Collaborating with the Equal Employment Opportunity/Affirmative Action Manager in monitoring progress in meeting hiring goals and conducting action-oriented programs to address problem areas.
- Informing supervisors and managers that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance review.
- Assisting with the identification of problem areas and initiating and revising divisional, departmental, and unit goals and objectives.
- Holding meetings with the Division's department/section/unit heads to review the effectiveness of activities directed toward accomplishing affirmative action goals and objectives.
- Supporting the Human Resources Department in developing recruitment strategies for attracting qualified women and minorities, individuals with a disability and covered veterans.
- In conjunction with the Human Resources Department, ensuring that training programs, where appropriate, are made available to Division employees.
- Periodically reviewing the qualifications of Division employees to ensure that all employees including women and minorities are given full opportunity for transfer and promotion.
- In conjunction with the Human Resources Department, utilizing existing techniques for the informal resolution of employee complaints related to issues concerning EEO/AA.
- Ensuring that each Division is in compliance with regard to the proper display of posters, non-segregation of facilities, and participation by employees who are women and minorities, individuals with a disability, and covered veterans in all Laboratory-sponsored educational, training, recreational, and social activities, as appropriate.

MANAGERS/SUPERVISORS Managers and supervisors have front line responsibility for implementing EEO/AA policies throughout the Laboratory. They are required to participate in activities that improve their ability to manage a diverse work force and to understand workplace implications of EEO regulations. The duties of the department managers/supervisors include:

- a) Assisting the EEO/AA Manager in the identification of problem areas and in the establishment of department goals and objectives.
- b) Being actively involved with local Laboratory programs in support of minority organizations, women's organizations, community action groups and community service programs.
- c) Participate in periodic audits of training programs, hiring and promotion patterns to isolate impediments to the attainment of goals and objectives.
- d) Meeting with employees to be certain the Laboratory's policies are being followed.
- e) Reviewing the qualification of employees to ensure that all employees, including minorities and women are given full opportunities for transfers and promotions.
- f) Providing career counseling as appropriate.
- g) Understanding that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria.
- h) Preventing harassment of employees placed through affirmative action efforts.

OVERVIEW The Laboratory disseminates its equal employment opportunity and affirmative action (EEO/AA) policies both internally and externally through the following practices:

Director's EEO/AA Statement To ensure that all Laboratory employees and managers are familiar with the Laboratory's policy on equal employment opportunity and affirmative action, the Laboratory Director distributes an annual policy statement confirming his personal commitment as well as the organizational commitment. The 2008 Statement is on page 4-3 of this section. The policy on sexual harassment is on page 4-4, also in this section.

INTERNAL

Laboratory Briefings The Equal Employment Opportunity Office disseminates the Laboratory's Affirmative Action Program to the Director, the Deputy Directors, the Associate Laboratory Director, each Division Director, the Human Resources Department, and the Laboratory's libraries. The Equal Employment Opportunity/Affirmative Action Manager provides information about the Laboratory's progress in meeting goals through annual briefings with management and the Best Practices Diversity Council.

Publications within the Laboratory The Laboratory emphasizes its commitment to affirmative action through news stories and announcements that identify and describe the accomplishments and contributions of minority and female employees in *Today At Berkeley Lab*, which is distributed to all employees. The Laboratory will picture both minority and non-minority men and women in publications in which employees are featured.

The *Regulations and Procedures Manual*, which is distributed throughout the Laboratory via the intranet, includes a summary statement of the Laboratory's Affirmative Action policy in Section 2.01A. The Laboratory's Affirmative Action Program is a promulgation of Laboratory policy.

Posters Laboratory bulletin boards include Federal and State EEO posters.

INTERNAL *continued*

New Employee Orientation During a formal orientation program, the Laboratory's diversity and equal employment opportunity policies are reviewed.

Position Posting

Vacancies are posted for a minimum of two weeks and are available electronically on the Internet at <http://cjo.lbl.gov/>. The *CJO* includes the equal employment opportunity/affirmative action statement.

Training The Laboratory offers a variety of training courses which includes information on legal requirements and policies related to equal employment opportunity and affirmative action:

Union Officials/Agreements The Laboratory includes and publishes nondiscrimination clauses in all union agreements, and reviews all contractual provisions to ensure they are nondiscriminatory.

Employee Awareness The Laboratory will make current employees aware of the existence of the Laboratory's affirmative action program and the benefits available.

Prospective Employees The Laboratory will inform prospective employees of the existence of the Laboratory's affirmative action program and benefits, if any, which may be available to them under the programs.

EXTERNAL

External Declaration of Laboratory Policy for Recruitment The Human Resources Department communicates the Berkeley Lab's EEO/AA policy to its recruiting sources. The Laboratory includes its equal employment opportunity/affirmative action employer statement in recruitment materials, including application forms, brochures, newspaper advertisements, and recruitment flyers. The *Current Job Opportunities (CJO)* contains the equal employment opportunity/affirmative action employer statement. The *CJO* is provided to local and national organizations, professional and state agencies, and colleges and universities. In addition, the *CJO* is available electronically through the Internet and is accessed by thousands of users worldwide.

**Ernest Orlando Lawrence Berkeley National Laboratory****POLICY AND PROCEDURE REMINDER**

Policy and Procedure Memo Vol. XXXIII, No. 6

Date: 3/28/08

Post Paper Copy? No

Distribution: [Today at Berkeley Lab](#)

Posted on Behalf of: David McGraw

Full Subject: Reminder on Affirmative Action and Equal Employment Opportunity Policy

It is the Policy of the Laboratory not to engage in discrimination against or harassment of any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, pregnancy (including pregnancy childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), age, citizenship, or status as a covered veteran, (special disabled veteran, Vietnam-era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action, through formally written affirmative action plans, for minorities, women, individuals with disabilities, and covered veterans. Go [here](#) to read the entire policy.

http://www.lbl.gov/Workplace/Policy-Memos/archivePolicyMemos/2006-2007/rem_aa-eeo_011207.html

The complete text of the Laboratory's policy on affirmative action and equal employment opportunity may be found in Regulations and Procedures Manual §2.01(A), located on the Web at: <http://www.lbl.gov/Workplace/RPM/R2.01.html>



Ernest Orlando Lawrence Berkeley National Laboratory

POLICY AND PROCEDURE MEMO

SEXUAL HARASSMENT & COMPLAINT PROCEDURE

Policy and Procedure Memo Vol. XXXIII, No. 5

Date: 3/27/08

Post Paper Copy? No

Distribution: [Today at Berkeley Lab](#)

Posted on Behalf of: David McGraw

Full Subject: Reminder on Sexual Harassment Policy

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The University of California's policy and procedures concerning sexual harassment apply to Berkeley Lab and are part of RPM §§[2.01\(A\)\(2\)](#) and [2.05\(E\)](#). Additional information on reporting sexual harassment may be found here. [UC Policy](#)

INTRODUCTION The Laboratory has developed and implemented the following action oriented programs, both Laboratory wide and at the organizational/unit level, in such a way that their proper execution will result in either an increase in the minority group/female representation in the group and/or organizational units identified as underutilized if vacancies occur, or document our good faith efforts to do so. This section addresses programs planned for the 2008 fiscal year as a result of the review and analysis reflected in this plan.

Proper management and monitoring of personal actions including recruitment, selection, promotion, transfer, merit pay increase, training and termination are crucial to the success of the Laboratory EEO/AA programs. The Laboratory observes and practices guidelines in the following areas, which are being reviewed periodically.

RECRUITMENT The Laboratory will recruit from within and outside its work force to obtain qualified applicants. Reasonable efforts will be made to inform and recruit qualified applicants from various segments of the appropriate recruiting area to facilitate the attainment of affirmative action goals and objectives as set forth by the Laboratory Affirmative Action Program. The duties and responsibilities of the vacant position and the qualifications necessary to perform those duties and responsibilities are identified before recruiting applicants.

Policy

Responsibilities The Chief Human Resource Officer has general responsibility for development and implementation of recruitment programs.

The Equal Employment Opportunity/Affirmative Action Manager reviews, monitors, and evaluates the effectiveness of recruitment programs in meeting affirmative action objectives and consults and advises on methods for meeting those objectives.

The HR Center Manager, assists the Division Director or Department Head in determining and implementing the most effective course of recruitment activity.

Publicizing Job Vacancies All job vacancies must be listed with the Human Resources Department with the following exceptions:

- those filled by the demotion of an employee within a Division;
- those filled by the reassignment of an incumbent employee with no change in general job duties, responsibilities, or classification within the same Department or Division or across Divisions;
- those to be filled by a career employee on recall or preferential rehire status or scheduled for layoff.
- those positions which are temporary and last less than six months in duration.
- those positions filled by students, GSRAs, faculty, visiting faculty, visiting researcher or rehired retiree position.

Promotions or transfers of an employee to a clearly different vacant position (including those within a Department or Division) must be posted on our open jobs web site. Consult the Human Resources Department for guidance in determining whether the new duties and responsibilities should result in a new position that must be posted or in a reclassification or reassignment (see RPM Section 2.06 F 3, *Determination of Appropriate Classification*).

The Human Resources department regularly posts all vacancies unless the position is to be filled by a person who is scheduled for layoff or on recall or preferential rehire status from layoff or who has become disabled and has received vocational rehabilitation services. Recruitment may be limited to Laboratory employees if an applicant pool is available of sufficient diversity to allow the hiring supervisor a meaningful choice in obtaining the essential job-related skills, knowledge, abilities, and other qualifications, and in meeting affirmative action objectives. Appropriate media and organizations, both internal and external, are used to inform potential applicants of job vacancies and employment opportunities with the Laboratory. Posting of job vacancies is for a minimum of two weeks. Individual exceptions to the posting requirement may be approved by the Head, Human Resources Department. Those job groups identified as underutilized must also have the concurrence of the Equal Employment Opportunity/Affirmative Action Manager. However, any change in status from temporary or student to career will be reviewed by the Human Resources Department and be subject to posting procedure and policy.

Advertising for personnel may be arranged through the Human Resources Department or through field representatives. When advertising is necessary to aid in recruiting personnel, advertising copy and publication selection should be prepared jointly by the hiring Department or Division and a Human Resources staff member. The Human Resources Department will work closely with the hiring supervisor to develop appropriate recruitment strategies in order to recruit qualified candidates in underutilized job groups.

Travel Expenses of Applicants Payment of travel costs for the purpose of a personal interview of an applicant who is a U.S. citizen is permissible only when specifically arranged and approved in advance by the hiring Division or Department. In general, this approval is granted only in cases involving supervisory, professional, or technical personnel not readily available in the local labor market. (See also RPM 11.08 Travel Policy, N. Non-Laboratory Personnel, Interviewees.)

Job Requisitions Action to recruit personnel should be initiated by the hiring supervisor. The hiring supervisor will work with their HR staff member to have the position entered into our HRIS and ensure that the appropriate approvals are obtained. The hiring supervisor must ensure that the requirements listed on the requisition include the skills, knowledge, and abilities required to perform the duties of that particular position and that the position description contains only those requirements necessary for satisfactory performance in that position.

Scope of Recruitment The Human Resources Department, in consultation with the hiring supervisor, will develop an appropriate recruitment strategy, i.e., suitable search, designated to obtain a diversified pool of qualified candidates and to maintain an efficient recruitment process. This strategy must include recruitment in appropriate labor markets, advertising media, and organizational contacts, both internal and external. The recruitment strategy must allow as much time as possible to establish a diversified applicant pool to meet affirmative action objectives. The Workforce Diversity Office and the Human Resources Department will furnish available information on divisional affirmative action recruitment goals to the hiring department.

The Human Resources Department has extended a contract with and advertising agency, CKR Group Incorporated. This agreement includes enhanced provisions for resource research and strategy development by the agency.

Referral of Applications Resumes are sent by HR staff to the hiring supervisor for review. Once the hiring supervisor determines who to interview and has selected the most qualified candidate, a *Selection Log* is prepared. This log is used to record pertinent information regarding the selection process and to state the reasons for either a hire or non-hire. The completed selection log is prepared by HR .

Referral of Applicants for Vacant Positions The Recruiter will first refer any person on preferential rehire status or any career employee scheduled for layoff that is qualified for the vacant position and wishes to be considered. If no person on preferential rehire status or no career employee scheduled for layoff is selected, qualified applicants from inside and outside the Laboratory will also be considered for referral.

The HR staff member and/or the hiring supervisor will determine those applicants whose qualifications are most appropriate for the particular position. The Human Resources Department will make every reasonable effort to establish a diversified applicant pool from which a selection can be made.

Referral of Applicants A detailed recruitment plan will be developed by the HR for new

for Vacant Positions (*continued*) positions, and will include underutilization data, as well as sources of diverse candidate pools to address the underutilization needs of the position within the department.

Interviewing Applicants Interviews between applicants and the hiring Division or Department are arranged by the hiring Division or Department. The Human Resources Department will furnish available information on each applicant.

Documentation HR records the reasons for selecting or not selecting each referred applicant and keeps specified records of selection procedures and decisions.

RECRUITMENT GOOD FAITH EFFORTS The Recruitment function is decentralized into HR Centers. This ensures that the function is client-based, with each recruiter assigned to multiple divisions. The aim is to establish close working relationships with one set of clients and to become fully knowledgeable about their clients' operations and staffing needs, as well as to provide support to the Lab's recruitment and outreach efforts to attain a diverse pool of qualified applicants.

The Laboratory-wide Recruitment Function Laboratory Senior Managers are charged with the responsibility for developing their respective Division Diversity Plans. Each Plan includes recruitment and outreach components to address both immediate and long-term workforce needs. In FY2007, Human Resources completed a review of our recruitment processes to ensure consistency of application across the Divisions. Our requirement that candidates and internet applicants apply on-line ensures that we have accurate ethnicity and gender data. HR staff have the ability to determine if applicant pools are diverse.

The use of source codes is not always a reliable indicator of how our job seekers find out about us. Data and other anecdotal information indicate that many job seekers apply more than once over time, and often in response to a variety of media that we use to promote our jobs. As part of our recent system upgrade, we have dramatically reduced the number of source codes. We have also worked with our job board vendor to use more sophisticated tracking technology in order to improve the accuracy of our source data.

The HR staff continue to use one of the most powerful Internet candidate sourcing tools available, AIRS Oxygen. They will use this tool to augment the Lab's efforts to identify a diverse pool of qualified candidates from the Internet.

Human Resources Recruiters continued to research and update several resource lists for recruitment and outreach purposes.

Resource Lists Lists include:

Women and minority organizations
Historically Black Colleges and Universities
Hispanic Serving Institutions
Community Based Organizations

Resource Lists (*continued*) General and niche websites
Industry specific conferences

Diversity conferences

The Lab continued to market itself as an employer of choice during FY 2007 through internet/print media as well as a more focused outreach effort aimed at the diverse communities that the Lab resides among. Media advertising continued with increased use of internet advertising, which promotes employment opportunities over time (compared to print ads issued in daily newspapers or monthly/quarterly publications). Through our contract with Airs Oxygen we gain access to diversity sites such as: AmericanIndians.com, usblack.com, awomansresource.com, Latina.com, diversitybusiness.com, blackliving.com, and many others. These sites allow us to post job openings and to access the vendors' resume databases, thus providing additional sources for prospective applicant pools.

**Use of Internet Job Boards and
Resume Databases**

The Lab also used a variety of other websites for internet advertising. These include:

American Institute of Physics
 America's Job Bank
 Asia Jobs
 Association of University Tech
 Association for Women In Science – AWIS.org
 Bay Area Jobs
 Bay Area Techies
 Career Web
 CFD Online
 CIO.Com
 Computing Sciences Career Page
 Craigslist
 Dice
 East Bay Tech Jobs
 Energy Central
 Engineer Jobs
 Employ.com
 Jamminjobs.com
 Jobsearchsite.com
 Linux Today
 MegaJobsite.com
 Monster Board
 MonsterTrak
 Northern CA Human Resource Association
 National Ground Water Association
 PhysLINK
 Post-Docs.Com
 Radsafe Mailing List
 Yahoo
 Hire Diversity
 HotJobs Hispanic Business Inc.
 EHS Careers

**Use of Internet Job Boards and
Resume Databases (*continued*)**

American Industrial Hygiene Association
 Women in Technology (WITI)
 Diversity Working
 Diversity Inc.
 Stanford Engineering Alumni
 Onescience
 National Contract Mgmt Association
 International Supply Mgmt
 LatPro (Mexican American Engineers and Scientists)
 NAACP
 CERN
 American Society of Safety Engineers
 National Environmental Health Association

**Community/College Job Fairs and
 Professional Organizations and
 Participation at Job Fairs**

Outreach efforts continued to include community job fairs, college career events and professional organizations. In addition, the Lab continued participating in professional scientific conferences, employer forums and job fairs hosted by various local universities. Job fairs, college events, and employer forums allow us to meet and greet job seekers, to promote the Lab as a great employer, to focus on current employment opportunities of interest to jobs seekers, and to receive and critique resumes on-the-spot.

During this report period, the Laboratory participated in the following events:

UC Davis Job Fair
 Annual Diversity Employment Day Career Fair
 SABP & NSHP Annual Conference
 UCB Internship/Summer Fair
 SJSU Job Fair
 Tri-Lab Fair at UCB

**Employee Referral Incentive
 Program (ERIP)**

ERIP was implemented in February 2001 and extended for a second year. The program has now been approved by the DOE permanently for Recruiting at the Lab. The ERIP encourages employees to utilize their existing contacts and networks as potential sources for applicants. The Program rewards employees a new amount of \$1,000 for referrals that lead to hires in most positions.

**Lawrence Postdoctoral Fellowship
 Seaborg Postdoctoral Fellowship
 Alvarez Postdoctoral Fellowship
 Programs**

These programs are designed to identify, develop and enhance career opportunities for the most qualified candidates from a diverse applicant pool. The programs offer challenging opportunities to recent recipients of doctoral degrees to conduct research in areas supportive of the Lab's mission. The Lab programs that will be eligible for a post-doc fellow crosses all scientific disciplines and divisions.

Outcomes

In FY07 we restructured our recruitment sources to streamline the job seeker experience in an effort to obtain more accurate sourcing data. We went from 535+ specific sources down to approximately 100. At that time we rearranged them under more appropriate general sources for the first time in probably 5+ years. The general sources were streamlined from 15 to 7 categories. There are a few sources which directly correlate to the sources reported in FY06. They are: College Recruiting, Employee Referral, Internal Candidate and Job Fairs. The other categories were combined or separated into the following: Internet, LBNL Job Site and Newspaper/Journal.

General Source	FY06	FY07	Change in Numbers	Change in %
College Recruiting	83	N/A	N/A	N/A
Employee Referral	376	N/A	N/A	N/A
Internal Candidate	210	N/A	N/A	N/A
Internet	1702	N/A	N/A	N/A
Job Fair	45	N/A	N/A	N/A
LBNL Job Site	NA	N/A	N/A	N/A
Newspaper/Journal	NA	N/A	N/A	N/A
Grand Total	2416	N/A	N/A	N/A

707 Opened Jobs in FY07

Berkeley Lab continued to demonstrate considerable efforts to promote itself as an employer-of-choice. In addition, the Human Resources Department undertook broader initiatives during FY 07 to support and improve its recruitment program. We have continued our use of AIRS Oxygen to identify a diverse pool of qualified candidates from the Internet.

Looking Ahead FY2008 Activities for FY08 include:

- Continue to progress HR process improvement initiatives to streamline and simplify HR processes, including those that increase efficiency in hiring processes.
- Incorporate Laboratory branding efforts by revitalizing and standardizing job postings to attract top talent to the distinctive work that happens at LBNL.
- Continue to use online application system to more effectively gather ethnicity, gender and source code information for each applicant, including an applicant's option to not disclose gender and/or ethnicity. Currently researching new technologies to enable better metrics.
- Develop Suitable Search Guidelines to determine processes for Laboratory recruitment and hiring, including a strategic recruitment plan for all posted positions.
- Ensure posted positions are advertised using relevant and diverse sources (e.g., Web sites, publications, colleges, professional associations, and conferences).
- Initiate pilot program with Higher Education Recruitment Consortium (HERC) to address recruitment and retention issues, particularly to help trailing spouses, partners, etc., secure local employment. All Laboratory jobs appear on the HERC Web site.
- Continue to attend college job fairs at Stanford University, UC Berkeley and UC Davis; Other job fair events will be identified during the year.
- Participate in special recruitment events for LLNL and UCOP, as an employment option for employees affected by layoffs.
- Conduct internal and external personnel searches which reflect essential skill sets as well as national or local availability, as appropriate.
- Cultivate diverse applicant pools and pipeline lists by utilizing internal resources (e.g., Center for Science and Engineering Education, Nano*High) and external sources (e.g., local academic institutions).
- Office of Federal Contract Compliance (OFCCP) - Internet Applicant Process:
 - Record search date and criteria for internal and external personnel searches.
 - Utilize AIRS SourcePoint™ OFCCP Reporting Module to track external resume database search activities.
- Continue to evaluate recruiting and hiring progress.

Employee Assistance Program healthy work environment by offering personal counseling and referral services to Berkeley Lab staff and consultation for management.

Telecommuting

The Laboratory supports telecommuting as a viable work option under certain circumstances. Employees telecommute when, on a periodic basis, during their scheduled work hours, they fulfill their job responsibilities at a site other than their primary Laboratory work location. Under an approved telecommuting arrangement, all or part of an employee's regularly scheduled work hours are performed at home or at another approved location. Office contact is maintained through the use of telephone, computer modem, and/or fax machine. Employees with telecommuting arrangements will be accessible during designated working hours and will meet their supervisors and attend Laboratory meetings at the request of the supervisor.

Berkeley Lab Institute

The Berkeley Lab Institute (BLI) was launched in the fall of 2005 and began delivering courses and workshops in January, 2006. BLI offers skills development courses in supervisory, communications and software topics. In the past year, BLI focused primarily on enhancing support of manager and supervisor development. BLI piloted a Manager Development Program and a Supervisor Development Program. Both were designed for scientific and operations managers and supervisors. The Manager Development Program focused on in-depth communications and leadership skill building. The Supervisor Development Program focused on a comprehensive review of supervisory fundamentals, from time management, to communications issues, to team building. In addition, this year the course, Roles and Accountabilities for New Supervisors, was offered every quarter to new supervisors. Also, BLI continues to work with Division managers to tailor its courses and/or workshops to specific needs of their groups, in areas of communications, customer service, process improvement, and culture change. In 2007, approximately 1,000 employees attended sessions offered through BLI. For this year, the participants gave 95% positive feedback on the courses they attended through BLI.

Training

Human Resources/ PeopleSoft On-Site Training Courses

The Human Resource Information System (HRIS) is available to any employee with a need to access or update personnel data. Hands-on Training in HRIS includes -Introduction to HRIS, Query Basics, and Introduction to the Training Module. Other hands-on training included Recruitment/Restructuring and Guest/Contract Work Processing.

Training (*continued*) **The Financial Management System (FMS)** is available to any employee with a need to access the laboratory financial information. Six (6) courses are available - Project Setup, Resource Adjustments, Query, Web Reporting, Janus, and Vision.

Labor and Employee Relations

Focused training on management issues in labor and employee relations. It is open to LBNL supervisors and managers as defined by the Higher Education Employment Relations Act (HEERA).

Berkeley Lab Institute

BLI offered monthly workshops on communication and skill building topics, such as interpersonal communications, customer service, and effective meetings and presentations. These workshops were at no cost to participants and were offered in 2 hour modules to make it easier for attendance. Average feedback was at 95% positive for these workshops.

Environment, Health and Safety

Training classes offered on a variety of safety topics and delivered via the web, video, hands-on and lecture.

Training Reports

The EH&S Training Web Site allows employees to complete or modify an EH&S Training Questionnaire, obtain reports on an employee's EH&S training status, request courses, and establish training programs based on specific needs.

Tuition Reimbursement Program

Through the Tuition Reimbursement Program, the Berkeley Lab encourages and financially assists career employees in obtaining skills, knowledge, and abilities that increase the effectiveness of work performance in their present position and improve their career opportunities within the Laboratory.

With supervisor approval, career employees who have passed probation and are working 50% time or more are eligible to receive reimbursement for tuition expense for position-related or career-related college courses that are relevant to the goals of the Laboratory. For employees pursuing degrees or specialty certificates (Tier 1), reimbursement is 100%. For employees taking courses not leading to a degree (Tier 2), reimbursement is two-thirds. Participation in the program is an important privilege that can lead to greater job satisfaction, enhanced performance, and expanded career possibilities.

Tier 1: The employee receives 100% reimbursement for courses

Tuition Reimbursement Program
continued

completed satisfactorily under an approved Employee Development Plan leading to a degree or specialty certificate. The degree or specialty certificate can be either position- or career-related. The courses must be offered by an accredited college or university or a recognized professional society. CEU courses are reimbursable when they are a part of a Tier 1 approved Employee Development Plan.

Tier 2: The employee receives two-thirds reimbursement for college-level courses not leading to an academic degree or specialty certificate. Courses must be offered by an accredited college or university. CEU courses may be reimbursed when offered by a university or college continuing education program

Employee Development

The Laboratory encourages employee development in several ways. First, as part of the Tuition Reimbursement Program Tier I, employees are required to create an Employee Development Plan. This plan is designed to help the employee and supervisor focus on and set goals around learning curriculum that meets the employee's interests and the Laboratory's objectives. Secondly, as part of the annual performance review process, supervisors and employees are required to identify several areas for development over the upcoming performance year. Development may include on-the-job experiences and/or courses, depending on the specific needs of the employee. Also, employees are encouraged to attend workshops offered by BLI.

**UC Berkeley Fee Reduction
Program Information**

This program reduces tuition fees by two-thirds for full-time employees enrolled as full-time UC Berkeley students. This program is distinct from LBNL's Tuition Reimbursement Program. The employee can receive the two-thirds fee reduction for enrollment in any of the UCB academic programs that are eligible.

**Equal Employment Opportunity
Workshops**

The Equal Employment Opportunities Office offers Sexual Harassment Prevention for Supervisors training required under AB1825 has been conducted through a University of California-wide program.

**COMMITTEES AND
ASSOCIATIONS**
Diversity Best Practices Council

The Diversity Best Practices Council will provide a forum for council members to leverage and implement diversity best practices and processes in their divisions, while integrating the Laboratory's diversity initiative as a whole. The foundation of the Laboratory's diversity initiative rests on the achievement of the following goals:

- Innovative actions to foster an inclusive work environment that makes full use of the contribution of all employees
- A workforce that reflects the availability of qualified women and minorities in the relative reasonable recruitment areas

(continued) Functional Objectives:

- Create synergy between division/department action plans and initiatives
- Develop a diversity best practices framework and grow best practices models across the Laboratory
- Mentor new initiatives
- Visibly recognize and communicate diversity best practices achievement throughout the Laboratory
- Identify and address emerging issues
- Welcome the views of outside speakers
- Develop a Lab-wide diversity scorecard

Reporting: Provide feedback to Division and Laboratory Director

Chair: The Council Chair will be appointed by the Director

Employee Associations

Ernest Orlando Lawrence Berkeley National Laboratory is an institution with a tradition of, and dedication to, excellence in scientific research, technological innovation, educational opportunities and service to the nation. Reflecting the nation's values, the Berkeley Lab is dedicated to integrating diversity into its research culture and to providing an environment that is accessible and hospitable to all employees.

The Employee Activities Association supports a variety of recreational, cultural and wellness clubs with financial and technical assistance. New clubs are welcomed, and funding is based on demonstrated employee interest and a viable club structure. Recreational Clubs include the Bowling Club, Golf Club, Outdoor Club, Soccer Club, Softball Teams, Tennis Club, Toastmasters, Ultimate Frisbee Club and Volleyball Club. Cultural Clubs include the African American Employee Association, Arts Council, Ex-L's, Green Team, Latino and Native American Association (LANA), Lesbian, Gay & Bisexual Association, Music Club, Postdoctoral Society, Women in Science & Engineering and Work/Family Committee. Wellness Clubs include Body Works and the Yoga Club.

SPECIAL EVENTS

The Lab's Work Force Diversity Office has developed an annual Multicultural Resource Guide, which includes a calendar that identifies various landmarks and celebrations associated with various cultures, nationalities and ethnic backgrounds. The calendar can be accessed on the web at <http://www.lbl.gov/Workplace/WFDO/multicultural.html>.

Multicultural Resource Guide

The guide seeks to familiarize the Lab community regarding the customs, beliefs and contributions of people from diverse cultures and traditions. The calendar recognizes some of the main cultural celebrations by marking them "as appropriate" and organized related activities. These include:

February:	Black History Month
March:	National Women's History Month
May:	Asian Pacific American Heritage Month

Multicultural Resource Guide

(Continued) September: National Hispanic Heritage Month
 October: Lesbian, Gay & Bisexual History Month
 November: National American Indian Heritage Month

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
STEM PIPELINE PROGRAMS**

The Berkeley Lab's Center for Science and Engineering Research (CSEE)

Undergraduate and Graduate Research Opportunities offers research internships to undergraduate students from colleges, community colleges and universities throughout the country. A ten-week summer program and a 15-week fall or spring semester experience is provided. As part of our broader outreach activities faculty at predominantly minority serving institutions are notified of these opportunities and their students are encouraged to apply.

Science Undergraduate Laboratory Internship is the primary program for undergraduates at Berkeley Lab. The U.S. Department of Energy's Office of Science program is open to any undergraduate student who is a U.S. citizen or Permanent Resident Alien, at least 18 years of age, and enrolled in an accredited U.S. College or University. It is for student science, engineering or computing sciences.

The Community College Institute is a DOE summer program targeted to undergraduate students in community colleges planning to obtain a bachelors degree in science, engineering, or computer sciences. Students at community colleges across the country may apply to the Berkeley Lab program. CSEE places emphasis on recruiting underutilized students and the California community Colleges with its diverse population of students.

The Pre-service Teacher Program, also providing summer undergraduate research internship is for students intending to obtain a secondary science teaching credential. Partnerships with the University of California and the California State Universities assure alignment with state goals for increasing the number of STEM teachers.

The Faculty Student Team program is a 10 week summer research opportunity to one faculty member and two or three students from community colleges and minority serving institutions. Faculty can participate up to three years and are encouraged to develop collaborative research proposals with Berkeley Lab investigators. All programs are support by the Office of Science with augmentation from the National Science Foundation through a DOE/NSF education partnership agreement.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION**

Berkeley Lab Undergraduate Program:

**STEM PIPELINE PROGRAMS
(Continued)**

In addition to the DOE sponsored summer undergraduate research opportunities, CSEE coordinates summer research and professional development opportunities for undergraduate students supported by the Department of Homeland Security and through NSF sponsored research centers that involve Berkeley Lab investigators.

High School Student Research Program (HSSRP)

A six-week summer internship program for San Francisco Bay Area students who are rising seniors is designed to give students exposure to various fields of science through mentored research and administrative experiences. The program encourages students to pursue careers in science, technology, engineering and computer sciences. Students learn real-world job skills. CSEE recruits by contacting teachers in predominately minority school districts and through partnerships with local outreach programs to identify and prepare future scientists and engineers such as the Biotech Partners.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS****Berkeley Lab Adventure Zone for Elementary Science (BLAZES) at the Lab**

The Center for Science and Engineering Education at Lawrence Berkeley National Laboratory provides a structured program for students in grades 5 and 6 that connects to the science curriculum in the schools and supports teaching and learning the Science Standards for California Public Schools. One goal is to encourage students to consider careers in science computing sciences, engineering, and technology. The program targets schools and teachers of science in Berkeley, Oakland, West Contra Costa Unified, Albany, Emeryville, Alameda and Vallejo City Unified School districts.

Berkeley Lab Adventure Zone for Elementary Science (BLAZES) in the Schools

All fifth grade students in California must take the Standardized Testing and Reporting (STAR) science test. This test is based on Grades 4 and 5 California State Science Standards. Students are tested on content knowledge in Life, Earth and Physical science and also on investigation and experimentation skills. Berkeley Lab, having expertise in scientific research and educational practice, established an outreach program for all BUSD 5th grade classes in FY 2005.

Berkeley Lab After School Science and Technology (BLAST)

Teams of CSEE staff and volunteers deliver hands-on programs based on the 6 to 8 grade science curriculum and standards.

Careers in Science and Technology (CST)

Provide an opportunity for students at the Middle High School and Senior High School level to learn about careers in the science community. Berkeley Lab is extending its commitment to education outreach to the community by providing schools and teachers with speakers representing careers in Berkeley Lab's world of science and technology.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

Daughters and Sons to Work Day (DSTW)

Take Our Daughters [and Sons] To Work Day, founded by the Ms. Foundation for girls ages 9-15, is a one-day event that gives children of Lab employees the opportunity to learn about science at the Berkeley Lab. Students ages range from 9 thru 14.

Hands-On Universe

Division(s): Physics Division

Level: Grades 6-14

Impact: International

Source of Funding: DOE (seed), largely NSF (~\$8M)

Website: <http://handsonuniverse.org>

Coordinators: Carl Pennypacker, CRPennypacker@lbl.gov

Summary: Teaching Central Math and Physics Using Professional Quality Astronomical Images and Data

Laboratory Initiative in Science Education

CSEE works with Laboratory Divisions to aid in the design of and participate in these enterprises.

QuarkNet

Division(s): Physics Division

Level: High School

Impact: National

Source of Funding: Grant from DOE and NSF

Website: <http://quarknet.fnal.gov>

Coordinator at LBNL: Michael Barnett, MRBarnett@lbl.gov

Summary: QuarkNet is a nationwide joint DOE/NSF research-based physics education program aimed at professional development for high school teachers, created collaboratively by LBNL with Notre Dame University and Fermilab.

Contemporary Physics Education Program

Division(s): Physics and Nuclear Science Divisions

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://CPEPweb.org>

Coordinators: Michael Barnett (PD), MRBarnett@lbl.gov, and Howard Matis (NSD), HSMatis@lbl.gov

The ATLAS Experiment

Division(s): Physics Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic – Grant Bechtel

Foundation: Website: <http://atlas.ch>

Coordinator: Michael Barnett, MRBarnett@lbl.gov

Summary: The ATLAS Experiment produces a large variety of educational and outreach programs. Michael Barnett at LBNL is co-coordinator (with Erik Johansson of Sweden) of these ATLAS efforts.

CENTER FOR SCIENCE AND

**ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)****MicroWorlds**

Division(s): Advanced Light Source

Level: Grades 7-12 – General Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: www.lbl.gov/Microworlds/

Coordinator: Liz Moxon, EJMoxon@lbl.gov

Summary: MicroWorlds is an electronic science magazine on the Web.

Whole Frog Project

Division(s): Computer Science Research Division

Level: High School

Impact: National

Source of Funding: Initial grant from DOE, done on a volunteer basis now.

Website: <http://froggy.lbl.gov>

Coordinator at LBNL: David Robertson, DWRRobertson@lbl.gov

Summary: The Whole Frog Project provides high school biology classes the ability to explore the anatomy of a frog by using data from high resolution MRI imaging and mechanical sectioning, together with 3D surface and volume rendering software, to visualize the anatomical structures of the original animal.

Energized Learning

Division(s): Environmental Energy Technologies Division

Level: K12 – Undergraduate

Impact: Local

Source of Funding: Volunteer

Website: <http://EnergizedLearning.lbl.gov>

Coordinator: Evan Mills, EMills@lbl.gov

Summary: Project-based learning for high school and college math and science students via a virtual energy efficiency laboratory.

ABC's of Nuclear Science

Division(s): Nuclear Science Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://www.lbl.gov/abc>

Coordinator: Howard Matis, HSMatis@lbl.gov

Summary: A website with comprehensive information about nuclear science. This includes detailed descriptions on experiments including the Berkeley Lab Cosmic Ray Detector.

**ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)****The Particle Adventure**

Division(s): Physics Division

Level: K-12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://ParticleAdventure.org>Coordinator: Michael Barnett, MRBarnett@lbl.gov

Summary: An interactive tour of quarks, neutrinos, antimatter, extra dimensions, dark matter, accelerators, and detectors.

The Universe Adventure

Division(s): Physics Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic – Grant (Bechtel Foundation)

Website: <http://universeadventure.org>Coordinator: Prof. George F. Smoot, GFSmoot@lbl.gov

Summary: Chart and Website location and resources provide either direct education to individual high school level or teacher resources for various levels of high school classes.

Public Outreach at the ALS

Division(s): Advanced Light Source

Level: General Public

Impact: Local

Source of Funding: Volunteer/programmatic

Coordinator: Liz Moxen, EJMoxon@lbl.gov

Summary: ALS staff are involved in many outreach activities to the local community.

Nuclear Science Outreach Activities

Division(s): Nuclear Science Division

Level: K12 – Undergraduate – Graduate – Public

Impact: National Source of Funding: Volunteer/programmatic

Website: <http://www.lbl.gov/abc>Coordinator: Peggy McMahan, P_McMahan@lbl.gov

Summary: Scientists from NSD support numerous activities designed to teach the basics of radiation to teachers, students, and the general public, both locally and nationally. Many of these activities are centered at the 88-Inch Cyclotron.

Advancing Science with DNA Sequence I

Division(s): Joint Genome Institute/LBNL Genomics Division

Level: Grade 7

Impact: Local and National

Source of Funding: Volunteer/programmatic

Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION**

OUTREACH TO SCHOOLS (Continued)

Coordinator: David Gilbert, DEGilbert@lbl.gov, (JGI) Elaine Gong, ELGong@lbl.gov and Karen Kelly, KKelly@lbl.gov (Genomics Division)

Summary: Seventh grade classes are targeted for visits to Building 84 and for JGI/Genomics Division outreach efforts.

Tours of the JGI Production Genomics Facility

Division(s): Joint Genome Institute/LBNL Genomics Division

Level: High School and Community College

Impact: Local Source of Funding: Volunteer/programmatic

Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>

Coordinator: David Gilbert, DEGilbert@lbl.gov, (JGI) Elaine Gong, ELGong@lbl.gov and Karen Kelly, KKelly@lbl.gov (Genomics Division)

Summary: On-site visits/tours of the JGI Production Genomics Facility in Walnut Creek.

Nano*High

Division(s): Material Sciences Division

Level: Grades 9-12

Source of Funding: Educational outreach funds of the Molecular Foundry (BSE)

Website: <http://www.lbl.gov/nanohigh/>

Coordinator: Mark Alper, MDAlper@lbl.gov, Sally Nasman, SFNasman@lbl.gov

Summary: Series of monthly Saturday morning lectures at LBNL followed by lunch with graduate and undergraduate students doing research in the laboratory of the speaker (limited number of high school students at the lunches.)

Science Exploration Camp (SEC)

Division(s): Various

Level: Public

Source of Funding: Self supported by camp fees with volunteer board

Website: <http://sciencecamp.lbl.gov>

Coordinator: Allesandra Cicio (PD) A_Cicio@lbl.gov

Summary: Summer camp based on a mix of recreational and science-oriented activities for elementary school-age children.

Future Scientists

Division(s): Environmental Energy Technologies Division

Level: Grade 3-6

Impact: Local

Source of Funding: Volunteer/programmatic

Website:

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS**

<http://eetd.lbl.gov/LabOnlyWS/Intranet/Subpages/Staff/FutureSci/FutureSci.html>

(Continued) Coordinator: Rick Diamond, RCDiamond@lbl.gov
 Summary: Classroom visits by EETD staff to talk about energy and the environment in the East Bay elementary schools.

Future Computer Support Technical Staff

Division(s): Information Technology and Services Division

Level: Undergraduate

Impact: Local

Source of Funding: Volunteer/programmatic

Website: <http://contracosta.edu/hpc/>

Coordinator: Charlie Verboom, CEVerboom@lbl.gov

Summary: community College Intern Program, Faculty Training, and Advisory Board Participation

Environmental Control Technology Education for Advanced Building Operation and Management

Division(s): Environmental Energy Technologies Division

Level: Undergraduate

Impact: National

Source of Funding: NSF Advanced Technology Education Grant

Website: Under Development

Coordinator: Philip Haves PHaves@lbl.gov

Summary: The project is a collaboration between Peralta Community college District and LBNL to develop a new curriculum for building operators and heating, ventilating and air-conditioning (HVAC) and other technicians whose job performance directly influences the energy-efficiency of buildings.

CENTER FOR SCIENCE AND ENGINEERING EDUCATION TEACHER PROFESSIONAL DEVELOPMENT

Teacher Professional Development Summer institutes for teachers are provided through the Department of Energy – Academies Creating Teacher Scientist (DOE-ACTS) program and through partnering with the Industrial Initiatives for Science and Mathematics (IISME). Teachers selected for the program work with investigators doing research and updating their subject matter knowledge. The program draws from a national pool. There is 30% to 50% representation from SF Bay Area schools and teachers from school districts in other parts of the nation with predominately minority student populations. The goal is to develop teacher leaders who will be catalysts for raising student achievement in their schools and encourage students to choose careers in science and engineering by providing the students' teachers with updated knowledge about the science frontiers at Berkeley Lab.

Quarknet is a national network for the professional development of high school teacher. Berkeley Lab's Physics Division supports local teachers who registered for Quarknet. The Quarknet teachers at Berkeley attend a two week summer workshop and one or two Saturday workshops during the school year.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
TEACHER PROFESSIONAL
DEVELOPMENT
(Continued)**

One day teacher workshops are also provided for teachers from local school districts and teachers in professional development programs such as the Bay Area Science Project organized by the Lawrence Hall of Science.

**SCHOOL TO WORK
PARTNERSHIPS**

The Laboratory's School To Work is a process of education, which combines work experience with regular college instruction as an integral part of the community college curriculum. It is called Cooperative Work Experience Education because it is dependent upon employers and education cooperating to form a more complete educational program for the students. It is a unique plan of education by integrating classroom study with planned, supervised work experience. Crucial to the integration of classroom study and supervised work experience is strong administrative support.

**Peralta Community College
District**

It is based on the principle that well-educated individuals develop most effectively through an educational pattern that incorporates work experience. Through these structured experiences in business, industry, government and human services, the students bring enrichment to their college studies which enhances their total development.

The Laboratory's School To Work program's essential ingredients are that the experience is included as part of regular college curricula and that institutions assume the responsibility for integrating work experience into the educational process.

**Benefits of Cooperative Work
Experience Education**

Many unique and distinct benefits can be found in Cooperative Work Experience Education. It is one of the most community-oriented programs a college can develop. It involves public and private employers, students and administrators.

The Student

Has the opportunity to learn or improve employment skills under actual working conditions.

Gains perspective on career goals through application of classroom theory to "real life experience."

Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.

- Has opportunities to test personal abilities in work environments.
- Has a more realistic approach to the job market.
- Will gain a better understanding of human relations.
- Will learn to apply Management By Objectives (MBO).
- May refer to work experience education on future job applications.
- Benefits financially while learning.
- Can begin a career earlier.

The Employer May assume a more active educational role in the community college.
Is provided with the opportunity to communicate business and industry's needs to the college.
Benefits when supervisor/employee communications and relationship are improved.
Experiences lower recruiting and training costs since a pool of trained students are able to move into permanent positions. Nationally, over 60 percent of School To Work students go to work permanently for their School to Work employers after graduation.
Often has more motivated, enthusiastic employees because their work is evaluated and translated into college units.
Frequently experiences less employee turnover since adjustments to the job can take place during School To Work activity.
Is assisted in implementing affirmative action programs by improved access to minority employees through School To Work.

The College Is able to develop a more active involvement with this community.
Enhances Instruction through the refinement of student skills and knowledge in a business/industry or public agency setting.
Experiences lower attrition since students can finance their education and relate it to job requirements and advancement.
Has a cost-effective program in School To Work which often results in students attaining full -time enrollment status.
Receives valuable, current input from business and industry concerning labor market conditions and the implications for course content and placement opportunities.

Utilizes business and industry facilities and equipment which extends educational opportunities beyond its normal resources.
Utilizes the skill and knowledge of outstanding individuals in business and industry in the training of students.
Improves intra-college communication on industry's needs among subject matter instructors, guidance personnel and School To Work instructor/coordinators and managers.

Community Advantages School To Work provides an effective means of helping students become more productive workers.
The local economy can realize benefits from greater numbers of skilled workers.
Closer cooperation and understanding can be achieved between the community and the college.
Students tend to remain in the home community after graduation, thereby developing a more stable work force.
A process for direct input into the content of college programs and courses is provided

**Community Advantages
(Continued)**

Lawrence Berkeley National Laboratory in cooperation with the Peralta Community College District is offering internship/trainee opportunities for currently enrolled Peralta Community Colleges students. The positions will average 20 hours per week during the school year and offer selected candidates the opportunity to earn a salary while enrolled in school and earn academic credit while working. Upon completion of the internship students will be competitive for full time positions at Lawrence Berkeley National Laboratory.

NOTE: This is a temporary assignment with possibility of extension. Candidates must be currently enrolled students at a Peralta District Community College (Laney College, Vista College, College of Alameda), and must be enrolled or have taken the required course work for the Internship/Trainee position

Internship/Trainee Opportunities Internship/Trainee opportunities have included:**Facilities:**

Architectural and Engineering Technician Intern/Trainee- \$14.40
Provide drafting and illustrating support. Assist in field surveys and verifications. Confirm as-built conditions and take field measurements.

Electronics Technician Intern/Trainee- \$14.40. Under supervision perform broad and varied troubleshooting, installation, and repair. Working from schematics, instruction manuals, sketches and verbal instructions, perform fault diagnosis, repair, maintenance, calibration and checkout of broad range of electronic equipment and systems to the component level.

Information Computing Sciences:

Computer Systems Engineer Intern/Trainee- \$20.10. Resolve end user desktop problems referred by the Help Desk for Action. Hold formal training and informal coaching sessions of users in response to inquiries or problems that occur more frequently.

Environmental Health and Safety:

Radiological Control Technician Intern/Trainee - \$12.17/hr. The position, under close supervision, assists higher-level health and safety personnel implementing the Laboratory's safety program in radiation protection support. Assists experienced technicians with radiation and/or contamination surveys, inventories and audits of work areas surrounding accelerators, radiation-producing machines and in laboratories handling radioactive material.

Internship/Trainee Opportunities**(Continued)****Financial Services:**

Subcontract Assistant/Intern Trainee - \$12.15/hr. The position will perform the full range of administrative duties including assisting Subcontract Administrators. Answer limited questions, making sure that all responses are handled in a timely manner. Using an IBM-PC and word processing software (for extended periods of time), assist Subcontracts staff by preparing, proofing, editing a variety of documents/ letters, including Request For Proposals (REP), RFP Mailing lists, Reports, and various Forms. Photocopy and mass mail Subcontract documents. Send and Respond to telephone calls, faxes, e-mail messages, and hardcopy correspondence from Subcontractors and Research Division clients.

As an ongoing effort, the Laboratory's goal during the 2003 Fiscal Year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their School To Work internships.

**BERKELEY BIOTECHNOLOGY
EDUCATION, INC.
BBEI Overview**

BBEI, also known as Berkeley Biotechnology Education, Inc., is a not-for-profit corporation founded in 1992 [as a result of an innovative public/private partnership between Miles Inc. (now Bayer Corp) and the City of Berkeley] to create partnerships between industry and the schools and whose mission is to seek educational reform to address the growing need of under-achieving, unmotivated high school students, especially those from lower-income families and those with little experience about the world of work. It is also BBEI's mission to encourage industry to recognize its role in the training of the technical workforce so essential to their own success in the 21st century.

BBEI currently coordinates many aspects of the biotechnology education and training programs at local high schools (Berkeley High School and Oakland's Life Academy), an education to employment program for juniors and seniors and acts as a liaison between industry and the developing biotech program at Laney College in Oakland. BBEI has developed a 9-part model whose components combine to form an integrated and comprehensive program that addresses what has been termed "school to work", but which more appropriately confronts issues as broad as industry participation with schools and nonprofit agencies, workforce preparation for populations under represented in the sciences, and training for entry-level skilled technical positions. The 9-part model includes:

1. High School Program with appropriate curriculum guided by collaboration between education and industry and appropriate teaching styles and evaluation of student performance.

**BERKELEY BIOTECHNOLOGY
EDUCATION, INC.
BBEI Overview
(Continued)**

2. Paid Summer Internships for Enrolled High School Students to obtain real employment experiences in positions similar to those jobs they would secure following completion of the program, and practice in skills required for getting and keeping a job.

3. Community College Program with appropriate state-approved curriculum and hands-on experiences guided by educators and industry; articulation between high school and community college portions.

4. Paid Teacher Internships in Industry to address lack of experience with hands-on industry needs and issues and ability to transfer skills development into curriculum; and teacher training in specific biotech curriculum and related social ethical issues of biotechnology and/or other industry-driven concerns.

Co-op Employment Experiences for Community College Participants to enable year round work experiences for students advancing in the program through contract relationships with BBEI and company to assure direct linkage between work and school. Job Placement services including employment development, preparation, and counseling, as well as linkages with industry partners to assist in transition between training and work. Facilitation of Industry Forum to continually expand on the engagement of industry partners to work with BBEI and to ensure education/industry collaboration in training and placement. Support Services for participants and families (including mentoring, tutoring, and counseling and facilitation of family understanding of work experiences) that "close the gap" between current support mechanisms and those needed to achieve successful program completion and employment. Evaluation of program and all components and data collection on participant outcomes.

The Laboratory's goal during the 2004 Fiscal year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their internships.

As an ongoing effort, the Laboratory also considers qualified minorities and women currently not in the workforce whenever an appropriate opportunity arises.

GOALS Underutilized job groups are identified using the measure in Appendix C, Lab-wide Underutilization, i.e., when the percentage of women and minorities employed in a particular job group is less than would reasonably be expected given their availability percentage in the particular job group, by at least one whole person, the job group is considered underutilized. As these underutilized areas are identified, goals are established and set equal to the availability percentages specified in the underutilization tables in Appendix C. Annual percentage placement goals for women and total minorities are found in the table that follows this narrative. Additionally, Appendix C reports on “total minorities” and the ethnic minority groups constituting “total minorities” i.e., Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives. Designed to rectify underutilization, goals represent a benchmark for evaluating the Laboratory affirmative action progress. They provide guidance for the Laboratory to focus on outreach and other recruitment efforts in areas where women and minorities are underutilized. Goals, however, are designed to be met only if hiring opportunities arise. Moreover, they do not require the hiring of a person who is less qualified, nor do they require the hiring of a specified number of persons. Such a requirement would constitute a quota, which is expressly forbidden under the regulations.

**Good Faith Efforts in
Meeting Goals**

Annually, the Division Directors are informed about underutilization. Supervisors and Managers are also responsible for exercising good faith efforts in reducing underutilization in their areas. Being mindful of the Laboratory’s affirmative action goals and objectives, they are responsible for recruiting a diverse applicant pool for job openings, particularly for those openings that have been identified with having underutilization.

The Laboratory’s “Good Faith” efforts and Action Oriented Programs were implemented to address all levels of underutilized groups as identified in Appendix C.

See the following Job Placement Goals

LAWRENCE BERKELY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
H1	LAB SCIENTIFIC MGMT		
		Female	24.83
		Minorities	24.39
H3	ADMINISTRATIVE MGMT		
		Minorities	30.91
H4	TECHNICAL MGMT		
		Minorities	23.24
J1	BIO SCIENCES		
		Female	43.21
J2	CHEMIST		
		Female	29.72
J3	PHYSICIST		
		Female	13.63
J4	COMPUTER SCIENTIST		
		Female	20.73
J5	ENGINEERS		
		Female	15.28
J6	EARTH SCIENCES		
		Female	30.83

LAWRENCE BERKELY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2007

Plan: 1,LAB LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
J7	ECONOMICS	Female	20.83
J8	MATERIAL SCIENCES	Female	19.66
K5	TECHNICAL EDITOR	Female	88.03
		Minorities	47.09
K6	OTHER ADMIN PROFESSIONAL	Minorities	40.52
L2	MECHANICAL ENGINEER	Female	10.21
L3	ELECTRICAL ENGINEER	Female	24.90
		Minorities	42.40
L5	FACILITIES	Female	35.07
		Minorities	36.08
L6	TECHNICAL SUPERVISOR	Female	35.89
		Minorities	43.12

LAWRENCE BERKELY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
L7	TECHNICAL ASSOCIATE		
		Female	20.29
		Minorities	38.69
M1	COMPUTER TECHNICIAN		
		Female	33.95
M2	MECHANICAL TECHNICIAN		
		Female	21.46
		Minorities	52.58
M3	ELECTRONIC TECHNICIAN		
		Female	20.11
		Minorities	51.76
M6	HEALTH/MEDICAL		
		Female	60.63
M7	ACCELERATOR OPERATORS		
		Female	54.29
		Minorities	36.96
O1	MACHINE SHOP		
		Minorities	44.29
O3	MECHANICS REPAIR		
		Female	11.39

LAWRENCE BERKELY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2007

Plan: 1,LAB LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
P1	SEMI-SKILLED	Female	15.02
Q2	BUS DRIVER	Female	32.29

**INTERNAL MONITORING
AND AUDITING SYSTEM**

The Equal Employment Opportunity/Affirmative Action Manager initiates the monitoring and auditing system for the Laboratory. The Laboratory's auditing and reporting system is intended to compliment the Laboratory's existing efforts to maintain compliance. This system is intended to evaluate EEO/AA accomplishments in relation to established good faith efforts. The EEO/AA Manager is responsible for implementing the auditing and reporting system. The EEO/AA Manager monitors this system on a quarterly/semi-annual basis. The reporting and audit system provides for:

1. Maintaining and monitoring accurate and up-to-date records on all referrals, applicants, hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated on a fair and equitable basis.
2. Requiring reports from unit managers on a scheduled basis that indicate the degree to which Laboratory goals are attained.
3. Reviewing all selection, promotional and training procedures to ensure that they are nondiscriminatory.
4. Informing, on a regular basis, top management of the effectiveness of the policy and recommendations for improvements, if necessary.

**LABORATORY MONITORING
COMMITMENTS**

The following procedures are implemented to audit and support the Laboratory's equal employment opportunity/affirmative action efforts. See Section 3, Responsibility for Implementation, for details on responsibilities for ensuring the audit process of EEO/AA efforts are accomplished.

Work Force Utilization Reports are prepared semi-annually and annually for internal dissemination to relevant Laboratory personnel. Analysis of the work force includes the composition and fluctuation of women and minorities, updated availability estimates and utilization levels, and progress toward current affirmative action goals. This data is provided by the Workforce Diversity Office.

The Work Force Utilization Reports, by EEO job group and EEO job category, present the utilization and availability of women and minorities. Data on women and minorities are reported by separate ethnic or racial groups, i.e., Black, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.

**LABORATORY MONITORING
COMMITMENTS
(continued)**

As a matter of practice, the Work Force Underutilized data is a key element in Human Resources recruitment and employment processes. The Work Force Diversity Office provides underutilization reports that identify laboratory goals and are entered into HRIS (Human Resources Information System). At the creation of every open position (job requisition), the utilization data is displayed on the screen as a reference. The Human Resources Center works with the hiring manager/supervisor to develop a recruitment strategy that takes into account the affirmative action goals.

Line managers are responsible for awareness of this information. The EEO/AA Manager is responsible for reviewing and advising line managers about the patterns shown in the Work Force Utilization Report. The monitoring system is reviewed periodically to ensure that the data collection method provides current and accurate supporting documentation.

**Job Requisition and
Hire Justification**

The use of employment forms provides proper documentation of hiring actions taken by the hiring authority for each organization.

The Human Resources Department reviews job requirements to ensure that skill's, experience, knowledge, and any other qualifications are job-related and completed correctly before a job is posted so that otherwise qualified prospective applicants are not discouraged by erroneous minimum or desired qualifications.

Placement Goals

Placement rate goals are established in the Affirmative Action Program. These goals are intended to guide the good faith efforts of those involved in recruiting and hiring, leading to the representation of women and minorities at rates comparable to their availability for specific jobs at the Laboratory.

Recruitment

The Office of Work Force Diversity and Human Resources Department identify viable recruiting resources that have in the past maintained a consistent pool of available applicants for vacant Laboratory positions.

Training

The Human Resources Department's Employee Development and Training Unit generates reports that reflect employee participation in training programs and determines the extent of compliance with the Laboratory's commitment to equal employment opportunity for all employees. Training results are provided to management for their action, as appropriate. The Workforce Diversity Office and the Human Resources Department reviews training statistics as provided by the Human Resources Department to be cognizant of compliance with EEO/AA regulations.

OTHER MONITORING AND AUDITING ACTIVITIES

In addition to data gathering for recruiting, employment, and internal work force statistics, the Workforce Diversity Office and the Human Resources Department reviews the following situations for compliance purposes:

- Laboratory policies and practices including salary management guidelines are reviewed by Workforce Diversity Office and the Human Resources Department to ensure compliance with current EEO laws and OFCCP regulations.
- Complaints are investigated by the Equal Employment Opportunity Office. Employees needing guidance or assistance in resolving complaints are encouraged to contact the Equal Employment Opportunity Manager. Complaints are reviewed for discriminatory practices.

UTILIZATION ANALYSIS

Underutilization analysis, an essential component of the Affirmative Action Plan (AAP), is designed to assist the Laboratory in establishing appropriate placement goals, developing focused outreach efforts, and implementing Equal Employment Opportunity/Affirmative Action policies. An underutilization analysis contains the following interrelated elements: a workforce analysis; a job group analysis, an availability analysis; and establishing placement goals.

Work Force Analysis

The Laboratory annually conducts an analysis to determine workforce composition by gender and ethnicity for each division/department. The workforce analysis is a listing of each job title ranked from the lowest paid to the highest paid within each organizational unit. For each job title the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following categories is provided: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

The wage rate or salary range for each job title is also provided. All jobs in the work force analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. The Work Force Analysis Report is available upon request to the Office of Workforce Diversity.

Job Group Analysis

A job group contains a set of job titles that share similar content and responsibilities, wage rates and lines of progression. All jobs in the job group analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. As a general practice, job titles and job group assignments are reviewed and updated as appropriate (Refer to Appendix A for job group analysis showing the percentage of minorities and women employed in each job group and the job titles comprising each job group). These 43 job groups at the Laboratory are listed in the **Appendix C**.

Availability Analysis An availability analysis determines the level one might expect women and minorities to be represented in a job group, based on their estimated availability in the relevant labor area work force.

Additionally, this analysis creates the basis for establishing placement goals for job groups in which underutilized of women or minorities has been identified. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). A detailed discussion of the Laboratory's Availability Analysis is found in Appendix B.

IDENTIFICATION OF PROBLEM AREAS

Compensation Analysis Wages and salaries are equal for members of both genders and all ethnic groups who perform a job of the same content and responsibility. The Laboratory has purchased and installed a software application to allow an in-depth analysis in order to identify and correct potential gender, race, or ethnicity based disparities in compensation.

Personnel Action Analysis In an ongoing effort to identify areas of concern and assess progress in correcting these areas, LBNL annually analyzes human resources activities to determine if any statistically significant disparities exist. Analyses are performed on hires, promotions, terminations and other applicable employment decisions. Analyses determine if there is a substantially different rate of selection that impacts a race, gender or ethnic group. If protected groups are disproportionately represented in any one of the above areas this is considered to be a potential problem area. In such cases, further assessments are made and remedial action taken, if warranted.

Employment Applications Accountability All applications are entered into the Employment Engineering Applicant Flow System. HRIS records information, such as gender and ethnicity, utilizing a Self-Identification Form that is completed by applicants on a voluntary basis. The applicant tracking database facilitates the Laboratory's examination of placement statistics.

Applicant Flow Analysis In analyzing applicant flow, the Work Force Diversity Office and the Human Resources Department compares the data by qualified applicants to placements. If potential problem areas are identified, further assessments are made and appropriate remedial actions taken, if warranted.

Potential Areas of Concern Within Job Groups Using the IRA, potential areas of concern were detected in the following job groups:

Hires	
Minorities	Females
K1 - Administrative Support	None

Promotions	
Minorities	Females
P1 - Semi-skilled	N1 - Office Support

Involuntary Terminations	
Minorities	Females
None	J4 - Computer Scientist

Voluntary Terminations	
Minorities	Females
H2 - Lab Operations Management	J3 - Physicist
H4 - Technical Management	J5 - Engineers
J5 - Engineers	O2 - Crafts/Trades
L5 - Facilities	
O1 - Machine Shop	

The Laboratory will closely monitor the selection rates of personnel actions in these areas to determine the existence of any systemic patterns and to take subsequent action where appropriate.

Corrective Actions The monitoring and auditing activities described herein are used to identify any potential problem areas as called for by 41 CFR 60-2.17(b). Job groups for which placement goals have been established, and the annual percentage placement goals set, appear in the Annual Placement Goals table in Section 6.

Any problems that the Work Force Diversity Office or the Human Resource Department identifies through internal monitoring and auditing procedures are reported through line management. The Work Force Diversity Office and the Human Resource Department monitors the actions described above and the information is subsequently passed through line management levels to the Laboratory Director. The EEO/AA Manager and the Laboratory Director, if necessary, become personally involved with problems in the corrective action process. Managers are responsible for implementing EEO/AA process efforts and they are expected to correct identified problems, as already noted in policy.

The Laboratory has established placement goals in the job groups identified in the Annual Placement Goals table in Section 6. As stated in **Section 5, Action Oriented Programs**, the Laboratory will continue its good faith efforts to improve representation of women and minorities in these EEO job groups where under-representation occurs as referenced above in the Action Oriented Programs section.

The Work Force Diversity Office and the Human Resource Department continues to work with units to develop, maintain, and improve databases and programs for tracking applicant flow, new hires, terminations, promotions, and transfers.

Inclusive recruitment, in-house training programs, employee development plans, tuition reimbursement programs, and other programs are just a few examples of how the Laboratory tries to assist women and minorities in competing for positions where the Laboratory has identified placement goals. The Laboratory continues to strengthen its commitment and maintain its good faith efforts by ensuring that women and minorities applicants are considered for Laboratory positions.

Identification of Problem Areas by Organizational Unit In compliance with the guidelines set out in 41 CFR 60.2.11(c) the Ernest Orlando Lawrence Berkeley National Laboratory has developed a work force analysis that lists each job title as it appears in collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each organizational unit. See **Sec 1, Introduction**, for details of the Berkeley Lab's organizational units. Each job title is accompanied by information pertinent to the job title, such as the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following ethnic categories: Blacks, Hispanics, Asians/Pacific Islander, and American Indians/Alaskan Natives. The Workforce Analysis is available upon request to the Work Force Diversity Office or the Human Resource Department

All Division Directors are charged with the overall responsibility for implementing EEO/AA policies within their Divisions. Refer to **Sec 3, Responsibility for Implementation**, for more information.

This analysis serves to identify potential problem areas where one or more protected groups are not represented within the divisional workforce.

The results of the fiscal year 2007 review of divisional work force analysis reveal potential problem areas in work force composition of women and minorities in the following divisions:

- Accelerator and Fusion Research
- Chemical Sciences
- Computer Sciences
- Earth Sciences
- Environment Health and Safety
- Human Resources
- Information Technology
- Laboratory Directorate
- Life Sciences
- Materials Sciences
- NERSC
- Nuclear Sciences
- Operations
- Physical Biosciences
- Physics

Underutilization and potential problem areas are further addressed in **Section 6 Placement Goals**, and **Section 5 Action-Oriented Programs**

OVERVIEW The Laboratory's policies and procedures comply with Sex Discrimination Guidelines as set forth in 41 CFR Part 60-20. The Laboratory does not discriminate on the basis of sex with respect to recruitment, advertising, job policies and practices, wages, or employment of women in so-called "non-traditional" employment areas, as explained below. Sex discrimination guidelines are in accordance with University of California Policy.

Recruitment and Employment Advertising The Laboratory recruits qualified persons of both genders for all jobs. Job requisitions, periodical publication advertisements, contact with community organizations, job placement firms, school placement officers, online ads with periodicals, professional associations, universities, and job boards are written in language not intended to suggest any limitation or gender preference.

Operating Policies and Practices Relating to Personnel All human resources policies and practices including collective bargaining agreements apply to employees of both genders. No policies are written that apply to only males or only females.

Hiring Males and females have equal opportunity to apply for all available jobs. The Laboratory has no job requirements that favor a person of one gender over a person of another gender.

Conditions of Employment Wages, seniority, hours of employment, and other conditions of employment are based solely on factors other than gender. Fringe benefits are available to employees equally, based upon terms of employment, and are provided without regard to consideration of gender.

Marital and Family Status Neither marital nor family status of applicants and employees affects their participation in fringe benefits or other aspects of employment.

Facilities The Laboratory provides appropriate physical facilities for both genders.

Protective Laws The Laboratory has no jobs that females are prohibited from performing.

- Maternity Leave** Leave of absence because of pregnancy is treated the same as leave of absence for a disability. Maternity benefits are provided for female employees. These benefits were planned so that female employees are not penalized in their employment on account of childbearing. Leave of absence is also granted upon request of an adoptive parent of any infant six months of age or under at the time of placement in the adoptive home. Upon returning from maternity leave or any other authorized leave, the employee is assigned to the same position or to a similar position with like status and like pay. Maternity leave and benefits are the same for married and unmarried employees. The Laboratory's various collective bargaining agreements also have provisions for maternity leave.
- Family Leave** The Laboratory complies with the California Family Rights Act of 1991 and the Federal Family Leave Act of 1993. All eligible employees are entitled, upon request, to at least twelve weeks of unpaid leave in a 12-month period to care for a newly born or adopted child or to care for a child, parent, or spouse with a serious health condition.
- Retirement** The retirement systems in effect at the Laboratory are those approved by the University of California. No distinctions based on gender are made with respect to participation in the retirement program.
- Wages** Wages in the Laboratory's system are based on an employee's relevant education, experience, and performance and do not take gender into consideration as a salary variable.
- Job Classification** Job classifications at the Laboratory are not segregated by gender. The Laboratory seeks women for all job classifications. Both genders have equal access to internal and external training programs as well as reimbursement for external professional development training.
- Sexual Harassment** It is the Laboratory's policy that sexual harassment is not tolerated and that discipline, which may include termination, will result if employees are found to have violated this policy. The policy on sexual harassment carries the signature of the Laboratory Director. In addition to the mandatory on-line Sexual Harassment Prevention training, the Equal Employment Opportunity Manager delivers training programs to address issues related to sexual harassment for the benefit of supervisors, managers, and employees.

OVERVIEW In compliance with the guidelines set out in 41 CFR 60-50, the Laboratory does not discriminate on the basis of religion or national origin with respect to any employment condition, including but not limited to recruitment, employment, transfer, promotion, demotion, wage rate determination, training, layoff, and termination.

Positive Recruitment The Laboratory enlists the assistance and support of all recruitment sources in connection with its commitment to provide equal employment opportunity without regard to religion or national origin.

Dissemination The EEO/AA policy is disseminated both externally and internally to job applicants and employees through the general EEO/AA practices as described in preceding sections.

Accommodation The Laboratory makes reasonable accommodation to the religious observances and practices of employees and prospective employees, including, granting vacation and/or leaves of absence, when such accommodation can be made without undue hardship on the conduct of its business. The extent of the Laboratory's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.

OVERVIEW The Laboratory disseminates its affirmative action (AA) policies both internally and externally through the following practices:

INTERNAL Compliance It is the Policy of the Laboratory not to engage in discrimination against or harassment of any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, pregnancy (including pregnancy childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), age, citizenship, or status as a covered veteran, (special disabled veteran, Vietnam-era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action, through formally written affirmative action plans, for minorities, women, individuals with disabilities, and covered veterans.¹ Go [here](#) to read the entire policy.

http://www.lbl.gov/Workplace/Policy-Memos/archivePolicyMemos/2006-2007/rem_aa-eeo_011207.html

The complete text of the Laboratory's policy on affirmative action and equal employment opportunity may be found in Regulations and Procedures Manual §2.01(A), located on the Web at: <http://www.lbl.gov/Workplace/RPM/R2.01.html>

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a federal contractor, for minorities and women; for persons with disabilities; and covered veterans. The University commits itself to apply every good-faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence.

¹ **Affirmative Action Plan Footnote:** The above University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is currently under review. This policy is being revised to conform to the Uniformed Services Employment and Reemployment Rights Act of 1994 and federal regulations implementing the Jobs for Veterans Act of 2002, which became effective September 7, 2007. The policy is also being revised to add a provision that would prohibit retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to the University's nondiscrimination in employment policies. Issuance of the new policy is expected in March, 2008, at which time it will be posted on the Office of the President Diversity web site at <http://www.ucop.edu/ucophome/coordrev/policy/12-18-03NondiscriminationEmployment-academic-staff.pdf>.

"Although the new policy had not been issued at the writing of this plan, the plan has been reviewed and is in compliance with provisions of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) that were made by the Jobs for Veterans Act.

Harassment Pursuant to §60-250.44(e) and §60-741.44(e), the Laboratory has developed and implemented procedures to ensure that employees are not harassed because of their status as a covered veteran or individual with a disability. These measures include stating the Laboratory's nondiscrimination and harassment policies in the Laboratory's RPM, addressing nondiscrimination and harassment in supervisor and manager training courses, and providing a variety of formal and informal complaint resolution options.

Availability of Plan This written Affirmative Action Program for covered veterans and qualified individuals with a disability is available for inspection by any employee or job applicant for employment upon request during regular business hours at the Equal Employment Opportunity Office. A copy of the program is distributed to each Division Director.

Posters At several locations, EEO/AA notices are posted in areas where they can readily be seen by employees and job applicants. Among these notices are (a) the U.S. Department of Labor poster which informs applicants and employees in English and in Spanish of employment rights of Qualified Individuals with a Disability and covered veterans on the Family Medical Leave Act, (b) the U.S. Equal Employment Opportunity Commission's poster "Equal Employment Opportunity is the Law," and (c) Department of Fair Employment and Housing poster in English and Spanish prohibiting discrimination in employment.

Publications The commitment to affirmative action is publicized by setting forth the policy statement annually and in material/publications used for recruitment purposes.

Reasonable Accommodation is described in the *Regulations & Procedures Manual* which includes information on special selection procedures for employees with a disability.

Self-Identification Form All employees who believe themselves' to be covered by either the Rehabilitation or the Readjustment Assistance Acts are invited to identify themselves voluntarily. All job applicants will receive a self-identification form after an offer of employment has been extended. On an annual basis, an invitation for employees to self-identify is requested through the Laboratory's internal newsletter.

The information provided is kept confidential, except that supervisors may be informed regarding restrictions on duties and appropriate accommodations. Health Services and safety personnel may be informed, where appropriate, if a condition might require emergency treatment, and government officials investigating the Laboratory's compliance with relevant affirmative action regulations shall be provided relevant information on request.

EXTERNAL DISSEMINATION OF POLICY The Laboratory disseminates its affirmative action policies through the following practices:

Recruiting Sources The Laboratory enlists numerous recruiting sources, including the State of California Employment Development Department, Department of Rehabilitation, educational/training agencies, and organizations for individuals with a disability and covered veterans. Representatives of the various recruiting sources are briefed by the Human Resources Department.

Outreach Activities To augment its efforts related to the employment and advancement of qualified individuals with a disability and covered veterans, the Laboratory conducts outreach through job opportunities publications.

Technical Assistance Advice and technical assistance on proper placement, training, and accommodation possibilities for qualified workers with a disability are sought from the State of California Department of Rehabilitation and social service agencies and nonprofit organizations like the Center for Independent Living (CIL) that serve individuals with disabilities. For example, for advice on assistive devices and sign language interpreters for hearing-impaired employees or applicants, the Laboratory utilizes the services of the CIL.

Purchase Orders To ensure all its subcontractors and suppliers know of and prescribe to its policy, the Laboratory, consistent with the requirements of the regulations implementing Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, has incorporated clauses in its procurement documents (including requests for quotations, purchase orders, and subcontracts) that prohibit unlawful discrimination; promote equal employment opportunity and affirmative action in employment for women and minorities, persons with a disability, and covered veterans; and encourage utilization of small businesses owned and controlled by socially and economically disadvantaged individuals.

RESPONSIBILITY FOR IMPLEMENTING POLICY Refer to Section 3, Responsibility for Implementation.

OFFERS OF EMPLOYMENT The Laboratory does not reduce the amount of compensation in its employment offers to disabled individuals and covered veterans because of disability income, pension, or any other benefit.

ACCOMMODATION The Laboratory will continue to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified special disabled veteran or individual with a disability unless such an accommodation would impose undue hardship on the conduct of business, taking into account the impact of the accommodation on the Laboratory's ability to conduct business, the nature and net cost of the accommodation needed, the overall financial resources for providing reasonable accommodation, and the impact of the accommodation on the ability of other employees to perform their duties. The following are examples of accommodations that may be made:

Job Restructuring The Laboratory will accommodate a qualified individual with a disability by carefully reviewing the employee's abilities and limitations and making every reasonable effort to provide appropriate accommodation so that the employee can perform the essential functions of his or her present position.

Work Policy The Laboratory's Transitional Employee Assignment for Medically Restricted Employees with a Disability (TEAM Work) defines the role of the employee, supervisor and the department head in effecting, where medically indicated, the worker's return to full duty by providing transitional, temporary work. This program is coordinated with the assistance of the Disability Benefits Analyst and Health Services.

Work Hours It is the Laboratory's policy to make flexible working hours available to all employees through the implementation of flextime which allows employees to redistribute their work hours within a framework defined by management. Flextime makes it possible for the Laboratory to accommodate the special needs of employees with a disability (i.e., time off for rehabilitative treatment or therapy).

Equipment Modification A purchase order was initiated in FY83 and has been renewed annually to provide interpreting services for hearing-impaired Laboratory employees and job applicants. This blanket purchase order utilizes the services of the CIL. Upon request, the agency will send out an interpreter and charge the Laboratory for the services rendered.

Phonic Ear System The Phonic Ear System is intended to accommodate hearing-impaired employees and visitors by making the Building 50 Auditorium accessible. The Phonic Ear System is designed to amplify sounds for those with hearing impairments. The system is portable and can be used in other rooms. The availability of amplification units is included in each Building 50 Auditorium program announcement.

Disabled Lift A disabled lift is available for use by persons with a disability for access from the parking lot to the Cafeteria and Building 70.

Telecommunications Devices for the Deaf	Telecommunications Devices for the Deaf (TDD), acquired by the Laboratory several years ago, are now being used by hearing-impaired employees. When a person is making a telephone call, the phone receiver is placed on the TDD and a signal is carried over the telephone lines. The person being called is alerted when the light on the device goes on. The message can be read either from an LCD display or printout of the conversation. By having the TDD available, hearing-impaired employees can call in to report absences or convey other necessary information to their supervisors; conversely, they can be reached at home, if necessary.
Shuttle Bus	<p>The Laboratory currently operates busses with wheelchair access. The Bus Services continually provides all bus operators with training on transporting passengers with special needs.</p> <p>Providing such a service complies with the requirements of the Rehabilitation Act of 1973, which specifies that a contractor must make services available to other individuals with disabilities, unless the contractor can show that the accommodations would create an undue hardship on the business.</p>
Rehabilitation and Health Services	<p>The Laboratory has a Return-to-Work Specialist/ADA Coordinator to provide vocational rehabilitation counseling, vocational evaluation, job modification, job transfer, retraining, and trial return-to-work services to employees who are medically restricted from performing all the essential functions of their job. The Specialist also acts as facilitator to HR staff, supervisors and managers in the interactive process and reasonable accommodation of qualified employees with disabilities.</p> <p>The Return-to-Work Specialist/ADA Coordinator is available to employees and to their departments for consultation on the specifics of reasonable accommodation. All related services within the Laboratory contribute to the ultimate goal of accommodating the employee with a disability within the Laboratory community.</p>
Americans with Disabilities Act (ADA) & Fair Employment & Housing Act (FEHA)	Written guidelines for implementing the employment provisions of the ADA and FEHA are available to administrators, managers, and supervisors at Berkeley Lab.
Guidelines	Written guidelines for implementing the employment provisions of the ADA are available to administrators, managers, and supervisors at the Laboratory.
Disability Management Committee	The Laboratory Disability Management Committee includes representatives from Health Services, Human Resources, ADA Officer and Facilities. Other disciplines are consulted as needed on a case-by-case basis. The team approach ensures the application of all available resources at the Laboratory to the accommodation effort. Referrals are made by Health Services, the Disability Management Analyst, or the department of the employee with a disability.

ADA Accommodation Fund The Laboratory has made significant investments in keeping individual employees with disabilities on the job by utilizing the ADA Accommodation Fund. Types of accommodations have included major bathroom modifications, a specially-fabricated workstation, electronic door openers, designated parking spaces, tele-sensory devices, wheelchair ramps, various special appliances, and a contract with a disability para-transit shuttle service. For recent upgrades, please refer to page 10-7 under "Disability-Accessible Building's at the Berkeley Lab."

Special Selection Procedure The Laboratory has initiated a special selection procedure which provides employees who can no longer perform their usual and customary duties due to medical reasons with a preferential access to open positions for which they are qualified. The procedure involves a coordinated multidisciplinary effort for both industrial and non-industrial cases.

Employee Assistance Program The Laboratory-contracted Employee Assistance Program is available to all employees and provides confidential counseling for all kinds of problems, including those relating to divorce, family, alcohol, drugs, finances, job-related concerns, anxiety, depression, stress, and interpersonal relationships at work.

When an employee requests help with an alcohol or drug problem, the Laboratory grants sick leave for participation in approved rehabilitation programs. The Laboratory also arranges for short-term psychotherapy and chemical dependency therapy, when appropriate. The Laboratory maintains a medical service facility to treat injuries and minor ailments and to advise employees on conditions that should be discussed with or treated by an outside physician. Other health services are provided by the Laboratory and are described in the *Regulations & Procedures Manual*.

Parking Spaces At some locations, there are parking spaces identified as reserved for persons with a disability. In addition, reserved parking privileges for employees with a physical disability may be authorized by the Laboratory's Parking Services Manager when the need is verified by the Laboratory's Health Services staff.

Facility Modification The Laboratory has evaluated the accessibility of facilities commonly shared by guests and employees. As a result of this evaluation, the following facilities were made ADA compliant by administrative or structural changes:

- Building 50, Administration
- Building 50, Auditorium
- Building 54, Cafeteria
- Building 65, Reception Center
- Building 937, Procurement
- Building 937, Human Resources

The Facilities Department is responsible for design and construction of new buildings, additions, and modifications. All new facilities will be constructed in full compliance with Title 24 of the California Administrative Code, which includes ADA requirements.

Disability-Accessible Buildings at the Berkeley Lab Completed projects covering new facilities and modifications to existing facilities designed to meet the then-current barrier-free access requirements for persons with a disability are shown below:

Building	Description
2	Access, Toilets and Parking
3	Access, Toilets, Automatic Door, Parking
6	Light Source Addition - Access, Toilets and Parking.
16	Addition - Access
26	Health Services - Access, Toilets and Parking
29	Trailers - Access, Toilets Automatic Door and Parking
31	Access, Toilets and Parking
44A	Trailer – Access
44B	Trailer – Access
46	Access, Toilets and Parking
46A	Access, Toilets and Parking
48	Fire Station – Access, Toilets and Parking
50 Aud.	Access, Toilets, Wheelchair Clearance and Parking
50A, 50B, 55, 70A, 72 and 90	Elevator Improvements and Control Panels
50A, 50B, 50E, and 50F	Access, Parking and Toilets; Access to and Toilet for Auditorium
50C	Access and Parking
50D	Access, Toilet and Parking
51	Access and Toilet
51N	Access and Parking
54	Cafeteria - Access, Toilets and Parking
55	Access, Toilets and Parking
62	Access, Toilets and Parking
65	Reception Center Access and Toilets
66	Access, Toilets and Parking
69	Access, Toilets and Parking
70	Access, Toilets and Parking
70A	Access, Toilets and Parking
71	Second Floor - Access
72	ARM Addition - Access, Toilets, and Parking in Support Laboratory
74	Laboratory Addition - Access and Parking
75B	Access, Toilets and Parking
77	Access and Women's Toilet
77A	Phase I - Access and Parking
83	Access, Toilets and Parking
90	Access, Toilets and Parking
90	Trailer Complex - Access, Toilets and Parking
937	Access, Toilets and Parking
Phone Access	Various Locations at the Laboratory
Shuttle Buses	Equipped with AA Accessibility

PERSONNEL PRACTICES AND PROCEDURES In addition to the activities previously mentioned, the Laboratory has utilized and will continue to utilize the following measures to promote equal employment opportunity/affirmative action for qualified individuals with a disability and covered veterans.

Hiring and Promotion The Laboratory has reviewed its personnel processes and determined that the present procedures ensure careful, thorough, and systematic consideration of the job qualifications of known qualified individuals with disabilities and covered veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. Personnel practices and procedures do not stereotype individuals with a disability and covered veterans in a manner which would limit their access to jobs for which they are qualified. Further, in determining the qualifications of a covered veteran, the Laboratory will consider only that portion of the military record relevant to the specific job qualifications for which the veteran is being considered.

Recruiting Appropriate outreach and positive recruitment activities are being undertaken. The Laboratory will continue to enlist the assistance and support of appropriate recruiting sources, including State Employment Development Department, vocational rehabilitation agencies or facilities, college disabled students' placement offices, educational/ training agencies, and organizations of or for individuals with a disability and covered veterans

Examples of the Laboratory's recruitment sources for individuals with a disability and covered veterans include: Deaf Self Help, The Center for Independent Living, San Francisco Rehabilitation Center, Rehabilitation Services of Northern California, Toolworks, San Francisco Vocational Center, and the Department of Rehabilitation. The Laboratory has joined with the Berkeley Veteran's Assistance Center, Swords to Plowshares (San Francisco), the EDD Disabled Veteran's Outreach Program (Berkeley), and other veteran organizations in an effort to recruit veterans for positions.

Outreach recruitment efforts have resulted in direct contact with various agencies representing individuals with a disability, and covered veterans. Berkeley Lab Human Resources Department coordinates recruitment efforts for individuals with disabilities and covered veterans to ensure that pre-employment problems in interviewing, accommodation issues, and job analyses and restructuring are adequately addressed.

Self Analysis, Internal Audit & Job Qualification Requirements On an ongoing basis, as job requisitions are received, Human Resources Department staff reviews the physical and mental job qualification standards of each position to ensure that qualifications are job-related for the position in question and are consistent with business necessity. As required by the Americans with Disabilities Act and the Fair Employment & Housing Act, all job postings identify essential and marginal job requirements.

Update This Affirmative Action Program shall be reviewed and updated annually. If there are any significant changes in procedures, rights or benefits as a result of the annual updating, those changes will be communicated to employees and applicants for employment.

Benefits Employees who are covered veterans or who have disabilities receive the same benefits as other employees.

Data/Records The Laboratory captures and can identify personnel actions of individuals with disabilities and covered veteran job applicants and employees. The Laboratory maintains records of complaints involving employees with disabilities and covered veterans for at least one year.

Audit and Reporting Systems The Laboratory maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints applicants or employees file with the Laboratory. Overall responsibility for the implementation of the Laboratory's equal employment opportunity programs and for affirmative action compliance activities is assigned to the Laboratory's EEO/AA Manager.

Employment records of individual personnel actions on qualified individuals with disabilities and covered veterans are maintained. The Records Team maintains all manual files on personnel actions. The Information System Group in HR maintains electronic files on personnel actions. Records of numbers of individuals with disabilities and covered veterans involved in personnel actions are maintained.

The laboratory has implemented an audit and reporting system that measures the effectiveness of the affirmative actions program, indicates any need for remedial action and measures compliance with specific program obligations. If any aspect of the affirmative action program is found to be deficient, the Laboratory will under take necessary action to bring the program into compliance.

Training and Educational Opportunities Personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the commitments in the Laboratory's Affirmative Action Program are implemented. Personnel with known disabilities and covered veterans are provided the opportunity to participate in all company sponsored educational, training, recreational, and social activities.

Affirmative Action Program

Appendix A

Job Group Analysis

See the following Job Group Analysis

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: H1 LAB SCIENTIFIC MGMT

<u>H1 Job Title</u>
ASSOCIATE LABORATORY DIRECTOR
DEPUTY DIRECTOR
LABORATORY DIRECTOR*
SCIENTIFIC DIVISION DIRECTOR

	<u>Female</u>	<u>Minority</u>
Total %	0.00	9.09

Job Group: H2 LAP OPERATIONS MGMT

<u>H2 Job Title</u>
MANAGEMENT I
MANAGEMENT II
MANAGEMENT III
MANAGEMENT IV
OPS DIVISION DIRECTOR

	<u>Female</u>	<u>Minority</u>
Total %	39.13	26.09

Job Group: H3 ADMINISTRATIVE MGMT

<u>H3 Job Title</u>
BUDGET OFFICER
BUSINESS MANAGER
COMPUTER SYSTEMS GROUP LEAD
COMPUTER SYSTEMS MANAGER 2
CONTROLLER
HR MANAGER I (BENEFITS)
HR MANAGER I (SERVICE CENTER)
HR MANAGER II (COMP/BEN)
HR MANAGER II (EEO/AA)
HR MANAGER II (LER)
HR MANAGER II (SERVICE CENTER)
HR MANAGER II (TRAIN/DEVELOP)
HR MANAGER II HRIS/HR OPERATIO
MANAGER, ACCOUNTING
MANAGER, CONTRACTS
MANAGER, FINANCIAL ANALYSIS
MANAGER, PAYROLL
MANAGER, RESOURCE
MANAGER, SUBCONTRACTS
MGR, DISTRIBUTED PURCHASING
SR BUSINESS MANAGER
SR MANAGER, FINANCIAL SERVICES
SR MGR, FINANCE SYSTEMS
SR MGR, SPONSORED PROJ OFFICE
SR MGR, SUBCONTRACTS ADMIN
SUPPLY CHAIN/PROCUREMENT MGR

	<u>Female</u>	<u>Minority</u>
Total %	49.38	18.52

* The Laboratory Director is reported in the University of California Office of the President (UCOP) Affirmative Action Plan.

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: H4 TECHNICAL MGMT

H4 Job Title
EH&S MANAGER 1
EH&S MANAGER 2
EH&S MANAGER 3
FACILITIES ENGINEERING MGMT 1
PROGRAM MANAGER 3
PROGRAM MANAGER 4
PROJECT MANAGER 2
PROJECT MANAGER 3
PROJECT MANAGER 4

	Female	Minority
Total %	25.00	12.50

Job Group: J1 BIO SCIENCES

J1 Job Title
BIOCHEMIST DIST SCIENTIST/ENGR
BIOCHEMIST POSTDOC FELLOW
BIOCHEMIST RESEARCH SCI/ENGR S03.1
BIOCHEMIST RESEARCH SCI/ENGR S03.2
BIOCHEMIST SENIOR SCI/ENGR
BIOCHEMIST STAFF SCI/ENGR
BIOINFORMATICIST PROJECT SE
BIOINFORMATICIST RESEARCH SE
BIOLOGIST POSTDOC FELLOW
BIOLOGIST PROJECT SCI/ENGR
BIOLOGIST RESEARCH SCI/ENGR S05.1
BIOLOGIST RESEARCH SCI/ENGR S05.2
BIOLOGIST SENIOR SCI/ENGR
BIOLOGIST STAFF SCI/ENGR
BIOPHYSICIST POSTDOC FELLOW
BIOPHYSICIST PROJECT SCI/ENGR
BIOPHYSICIST RESEARCH SCI/ENGR S07.1
BIOPHYSICIST RESEARCH SCI/ENGR S07.2
BIOPHYSICIST SENIOR SCI/ENGR
BIOPHYSICIST STAFF SCI/ENGR
CMPL BIOLOGIST RESEARCH SE
CMPL BIOLOGIST STAFF SCI/ENG
COMPUTATIONAL BIO PD FELLOW
GENETICIST POSTDOC FELLOW
GENETICIST STAFF SCI/ENGR
MEDICAL STAFF SCIENTIST/ENGR

	Female	Minority
Total %	33.33	35.90

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: J2 CHEMIST

J2 Job Title
CHEMICAL ENGR POSTDOC FELLOW
CHEMICAL STAFF ENGINEER
CHEMIST DIVISIONAL FELLOW
CHEMIST POSTDOC FELLOW
CHEMIST PROJECT SCIENTIST/ENGR
CHEMIST RESEARCH SCI/ENGR S11.1
CHEMIST RESEARCH SCI/ENGR S11.2
CHEMIST SENIOR SCI/ENGR
CHEMIST STAFF SCI/ENGR

	Female	Minority
Total %	22.45	24.49

Job Group: J3 PHYSICIST

J3 Job Title
PHYSICIST DISTINGUISHED SE
PHYSICIST DIVISIONAL FELLOW
PHYSICIST POSTDOC FELLOW
PHYSICIST PROJECT SCI/ENGR
PHYSICIST RESEARCH SCI/ENGR S13.1
PHYSICIST RESEARCH SCI/ENGR S13.1
PHYSICIST RESEARCH SCI/ENGR S13.2
PHYSICIST SENIOR SCI/ENGR
PHYSICIST STAFF SCI/ENGR

	Female	Minority
Total %	8.88	23.08

Job Group: J4 COMPUTER SCIENTIST

J4 Job Title
COMPUTATIONAL PROJECT SCI/ENG
COMPUTATIONAL RESEARCH SCI/ENG S39.1
COMPUTATIONAL RESEARCH SCI/ENG S39.2
COMPUTATIONAL SCI PD FELLOW
COMPUTATIONAL SR SCI/ENGR
COMPUTATIONAL STAFF SCI/ENGR
COMPUTER PROJECT SCI/ENGR
COMPUTER RESEARCH SCI/ENGR S38.1
COMPUTER RESEARCH SCI/ENGR S38.2
COMPUTER SCI POSTDOC FELLOW
COMPUTER SENIOR SCI/ENGR
COMPUTER STAFF SCI/ENGR
MATHEMATICIAN PROJECT SCI/ENGR
MATHEMATICIAN RESEARCH SCI/ENG
MATHEMATICIAN SENIOR SCI/ENGR
MATHEMATICIAN STAFF SCI/ENGR
STATISTICIAN STAFF SCI/ENGR

	Female	Minority
Total %	7.79	20.78

Job Group: J5 ENGINEERS

J5 Job Title
ELECTRONIC ENGR POSTDOC FELLOW
ELECTRONIC RESEARCH SCI/ENGR
ELECTRONIC SR SCIENTIST/ENGR
ELECTRONIC STAFF SCI/ENGR
MECHANICAL RESEARCH SCI/ENGR
MECHANICAL SENIOR SCI/ENGR
MECHANICAL STAFF SCI/ENGR

	Female	Minority
Total %	3.57	17.86

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: J6 EARTH SCIENCES

<u>J6 Job Title</u>
GEOLOGICAL PROJECT SCIENTIST
GEOLOGICAL RESEARCH SCIENTIST S15.1
GEOLOGICAL RESEARCH SCIENTIST S15.2
GEOLOGICAL SENIOR SCIENTIST
GEOLOGICAL STAFF ENGINEER
GEOLOGICAL STAFF SCIENTIST

	<u>Female</u>	<u>Minority</u>
Total %	13.33	31.67

Job Group: J7 ECONOMICS

<u>J7 Job Title</u>
ARCHITECT RESEARCH SCI/ENGR
ARCHITECT STAFF SCI/ENGR
ENERGY/ENV POLICY SR SE
ENRGY/ENG POLICY RES SCI/ENGR
ENRGY/ENV POLICY RES SCI/ENGR
ENRGY/ENV POLICY STAFF SCI/ENG

	<u>Female</u>	<u>Minority</u>
Total %	10.71	21.43

Job Group: J8 MATERIAL SCIENCES

<u>J8 Job Title</u>
MATERIALS POSTDOC FELLOW
MATERIALS RESEARCH SCI/ENGR
MATERIALS SENIOR SCI/ENGR
MATERIALS STAFF SCI/ENGR

	<u>Female</u>	<u>Minority</u>
Total %	10.00	23.33

Job Group: K1 ADMINISTRATIVE SUPPORT

<u>K1 Job Title</u>
ADMINISTRATOR
CONFERENCE PLANNER
PR SUPERVISOR, ADMIN SCVS
SENIOR TRAVEL SPECIALIST
SR ADMINISTRATOR
SR CONFERENCE PLANNER
SR SUPERVISOR, ADMIN SCVS
SUPERVISOR, ADMIN SCVS

	<u>Female</u>	<u>Minority</u>
Total %	89.71	48.53

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: K2 HUMAN RESOURCES

K2 Job Title
ASSC EEO/AA ANALYST
COMPENSATION CONSULTANT
EEO/AFFIRMATIVE ACTION ANALYST
HR GENERALIST
IRSO ADVISOR
IRSO SUPERVISOR
POLICIES ANALYST
PR TRAINING SPECIALIST
PRINCIPAL COMPENSATION ANALYST
PRINCIPAL HR GENERALIST
PRINCIPAL HRIS ANALYST
RECRUITER
SENIOR BENEFITS ANALYST
SENIOR HR GENERALIST
SENIOR LER CONSULTANT
SENIOR RECRUITER
TRAINING CONSULTANT

	Female	Minority
Total %	75.68	40.54

Job Group: K3 FINANCIAL SUPPORT

K3 Job Title
ACCOUNTANT
ASSOCIATE RESOURCE ANALYST
AUDIT SPECIALIST
DISTRIBUTED PURCH ADM TEAM LDR
PR CONTRACTS OFFICER
PR SUBCONTRACTS ADMINISTRATOR
PRINCIPAL ACCOUNTANT
PRINCIPAL AUDITOR
PRINCIPAL FINANCIAL ANALYST
PRINCIPAL PAYROLL SPECIALIST
PRINCIPAL RESOURCE ANALYST
RESOURCE ANALYST
SENIOR ACCOUNTANT
SENIOR AUDITOR
SENIOR RESOURCE ANALYST
SR DISTRIBUTED PURCHASING ADM
SR FINANCIAL ANALYST
SR SUBCONTRACTS ADMINISTRATOR
SUBCONTRACTS ADMINISTRATOR

	Female	Minority
Total %	77.19	52.63

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: **K4** **LEGAL**

<u>K4 Job Title</u>
LICENSING MANAGER 1
PATENT AGENT 3
PATENT ATTORNEY 2
PATENT ATTORNEY 3
PATENT/LEGAL COUNSEL MGMT
SR LICENSING ASSOCIATE

	<u>Female</u>	<u>Minority</u>
Total %	62.50	37.50

Job Group: **K5** **TECHNICAL EDITOR**

<u>K5 Job Title</u>
TECH INFO SPECIALIST 5
WRITER/EDITOR 2
WRITER/EDITOR 3
WRITER/EDITOR 4

	<u>Female</u>	<u>Minority</u>
Total %	50.00	28.57

Job Group: **K6** **OTHER ADMIN PROFESSIONAL**

<u>K6 Job Title</u>
ADMINISTRATIVE SPECIALIST 2
ADMINISTRATIVE SPECIALIST 3
ADMINISTRATIVE SPECIALIST 4
ADMINISTRATIVE SPECIALIST 5
ARCHIVES & RECORDS SPEC 1
ARCHIVES & RECORDS SPEC 2
ARCHIVES & RECORDS SPEC 3
ARCHIVES & RECORDS SPEC 4
EDUCATIONAL PROGRAM ADMIN
MARKETING COMM MANAGER 1
MARKETING COMM SPECIALIST 2
MARKETING PUB WRITER 3
PROGRAM MANAGER 1
PROGRAM MANAGER 2
PROJECT CONTROLS ANALYST
PROJECT MANAGER 1
PUBLIC AFFAIRS MANAGER 1
PUBLIC AFFAIRS SPECIALIST 2
PUBLIC AFFAIRS SPECIALIST 3
PUBLIC AFFAIRS SPECIALIST 4
PUBLIC AFFAIRS SUPERVISOR
QUALITY ASSURANCE ENGINEER 2
QUALITY ASSURANCE ENGINEER 3

	<u>Female</u>	<u>Minority</u>
Total %	70.37	24.07

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group

L1

INFORMATION TECHNICIAN

<u>L1 Job Title</u>
BUSINESS/SYSTEMS ANALYST 2
BUSINESS/SYSTEMS ANALYST 1
BUSINESS/SYSTEMS ANALYST 3
BUSINESS/SYSTEMS ANALYST 4
COMPUTER SYSTEMS ENGINEER 1
COMPUTER SYSTEMS ENGINEER 2
COMPUTER SYSTEMS ENGINEER 3
COMPUTER SYSTEMS ENGINEER 4
COMPUTER SYSTEMS ENGR I
COMPUTER SYSTEMS ENGR II
COMPUTER SYSTEMS ENGR III
COMPUTER SYSTEMS ENGR IV
COMPUTER SYSTEMS ENGR TRAINEE
DATABASE ADMINISTRATOR 2
DATABASE ADMINISTRATOR 3
DESKTOP SYSTEMS SPEC TRAINEE
DESKTOP SYSTEMS SPECIALIST 1
DESKTOP SYSTEMS SPECIALIST 2
HELP DESK SPECIALIST 1
HELP DESK SPECIALIST 2
HELP DESK SPECIALIST TRAINEE
ORACLE DEVELOPER 3
SOFTWARE DEVELOPER 1
SOFTWARE DEVELOPER 2
SOFTWARE DEVELOPER 3
SOFTWARE DEVELOPER 4
SOFTWARE DEVELOPER 5
SYSTEMS ADMINISTRATOR 2
SYSTEMS ADMINISTRATOR 3
SYSTEMS ADMINISTRATOR 4
WEB DEVELOPER 2
WEB DEVELOPER 3

	<u>Female</u>	<u>Minority</u>
Total %	21.45	32.67

Job Group:

L2

MECHANICAL ENGINEER

<u>L2 Job Title</u>
MECHANICAL ENGINEER 2
MECHANICAL ENGINEER 3
MECHANICAL ENGINEER 4
MECHANICAL ENGINEER 5

	<u>Female</u>	<u>Minority</u>
Total %	3.13	21.88

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: L3 ELECTRICAL ENGINEER

<u>L3 Job Title</u>
ELECTRONIC ENGINEER 2
ELECTRONIC ENGINEER 3
ELECTRONIC ENGINEER 4
ELECTRONIC ENGINEER 5
IC DESIGN ENGINEER 1
IC DESIGN ENGINEER 2
IC DESIGN ENGINEER 4
IC DESIGN ENGINEER 5

	<u>Female</u>	<u>Minority</u>
Total %	0.00	21.74

Job Group: L4 ENVIRON'T HLTH & SAFETY

<u>L4 Job Title</u>
AIR QUALITY ENGINEER 4
EMERGENCY PREPAREDNESS SPEC 3
FIRE PROTECTION ENGINEER 4
HEALTH PHYSICIST 3
HEALTH PHYSICIST 4
INDUSTIAL HYGIENIST 4
INDUSTRIAL HYGIENIST 3
OCCUPATIONAL HEALTH PR NURSE
RADIOCHEMIST 4
REGULATORY COMPL ENG/SPEC 1
REGULATORY COMPL ENG/SPEC 3
REGULATORY COMPL ENG/SPEC 4
SAFETY ENGINEER/SPECIALIST 1
SAFETY ENGINEER/SPECIALIST 3
SAFETY ENGINEER/SPECIALIST 4
SR EH&S PROFESSIONAL
TRAINING SPECIALIST 1
TRAINING SPECIALIST 2
WASTE MGMT PROFESSIONAL 3

	<u>Female</u>	<u>Minority</u>
Total %	36.11	22.22

Job Group: L5 FACILITIES

<u>L5 Job Title</u>
FACIL CIVIL/STRUCTURAL ENGR 3
FACIL ELECTRICAL ENGR 3
FACIL ENERGY MGMT ENGR 3
FACIL MECHANICAL ENGR 3
FACILITIES ARCHITECT 3
FACILITIES ESTIMATOR 2
FACILITIES ESTIMATOR 3
FACILITIES PLANNER 1
FACILITIES PLANNER 3
MOVE COORDINATOR 2

	<u>Female</u>	<u>Minority</u>
Total %	13.33	20.00

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: L6 TECHNICAL SUPERVISOR

L6 Job Title
ELEC ENG TECH SUPERVISOR
ELECTRONICS ENG TECH MANAGER
FACILITIES TECHNICAL MANAGER
FACILITIES TECHNICAL SUPERNDT
FACILITIES TECHNICAL SUPVR
MECH ENG TECH SUPERINTENDENT
MECHANICAL ENG TECH MANAGER
MECHANICAL ENG TECH SUPERVISOR
SUPERVISOR - SEQUENCING
TECHNICAL SUPPORT SUPERNDT
TECHNICAL SUPPORT SUPERVISOR

	Female	Minority
Total %	11.36	34.09

Job Group: L7 TECHNICAL ASSOCIATE

L7 Job Title
EH&S ENGINEER ASSOCIATE
ELECTRONICS ENGR ASSOC
ENGINEERING TECHNICAL ASSOC
MECHANICAL ENGR ASSOC
PLANT/FACIL ENGR ASSOC
PR EH&S ENGINEER ASSOCIATE
PR ELECTRONICS ENGR ASSOC
PR ENGINEERING TECHNICAL ASSOC
PR PLANT/FACIL ENGR ASSOC
PR SCIENTIFIC ENGR ASSOC
PROGRAM MANAGER 5
SCIENTIFIC ENGR ASSOC
SR EH&S ENGINEER ASSOCIATE
SR ELECTRONICS ENGR ASSOC
SR ENGINEERING TECHNICAL ASSOC
SR MECHANICAL ENGR ASSOC
SR PLANT/FACIL ENGR ASSOC
SR SCIENTIFIC ENGR ASSOC
TECHNICAL SUPERVISOR

	Female	Minority
Total %	13.57	22.86

Job Group: L8 RESEARCH ASSOCIATE

L8 Job Title
RESEARCH ASSISTANT
RESEARCH ASSOC
RESEARCH ASSOC PRINCIPAL
RESEARCH ASSOC SR
RESEARCH ASSOC STAFF
RESEARCH ASSOCIATE SUPERVSR II
SEQUENCING SPECIALIST

	Female	Minority
Total %	54.68	46.04

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: M1 COMPUTER TECHNICIAN

<u>M1 Job Title</u>
HIGH PERFORMANCE COMP TECH 4
HIGH PERFORMANCE COMPTech LEAD

	Female	Minority
Total %	0.00	75.00

Job Group: M2 MECHANICAL TECHNICIAN

<u>M2 Job Title</u>
MECHANICAL ENGR TECH I
MECHANICAL ENGR TECH II
MECHANICAL ENGR TECH III
MECHANICAL ENGR TECH IV
TELECOMM NETWORK/DATA COMM T 2
TELECOMM NETWORK/DATA COMM T 3

	Female	Minority
Total %	0.00	16.67

Job Group: M3 ELECTRONIC TECHNICIAN

<u>M3 Job Title</u>
ELECTRONICS EG TECHNOLOGIST IV
ELECTRONICS EG TECHNOLOGISTIII
ELECTRONICS EGR TECHNOLOGISTII

	Female	Minority
Total %	12.50	28.13

Job Group: M4 OTHER TECHNICIAN

LEAD TECHNOLOGIST
RESEARCH TECHNICIAN
RESEARCH TECHNICIAN PRINC
RESEARCH TECHNICIAN SR
TECHNICAL ASSISTANT 1
TECHNICAL ASSISTANT 2

	Female	Minority
Total %	38.10	61.90

Job Group: M5 DESIGN/GRAPHIC

<u>M5 Job Title</u>
DESIGNER III
DUPLICATION/BINDERY OPRTR 3
GRAPHIC ARTS TECHNICIAN PRINC
PHOTOGRAPHIC SPECIALIST IV
TECHNICAL ILLUSTRATOR III
TECHNICAL ILLUSTRATOR IV

	Female	Minority
Total %	40.00	30.00

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: M6 HEALTH/MEDICAL

<u>M6 Job Title</u>
ANIMAL TECHNICIAN 1
ANIMAL TECHNICIAN 2
ANIMAL TECHNICIAN 3
HEALTH/SAFETY TECH
HEALTH/SAFETY TECH PRINCIPAL
HEALTH/SAFETY TECH SPECIALIST
OCCUPATIONAL HEALTH NURSES II
RADIATION SAFETY TECH
RADIATION SAFETY TECH PRIN
RADIATION SAFETY TECH, SPEC

	<u>Female</u>	<u>Minority</u>
Total %	15.79	73.68

Job Group: M7 ACCELERATOR OPERATORS

<u>M7 Job Title</u>
ACCELERATOR OPER PRINCIPAL
ACCELERATOR OPERATOR

	<u>Female</u>	<u>Minority</u>
Total %	27.27	27.27

Job Group: N1 OFFICE SUPPORT

<u>N1 Job Title</u>
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
EXECUTIVE ASSISTANT
EXECUTIVE ASST (CONFIDENTIAL)
FINANCE ASSISTANT IV, PAYROLL
FINANCE/BUDGET ASST III
PAYROLL ASSISTANT III
TRAVEL ASSISTANT III

	<u>Female</u>	<u>Minority</u>
Total %	87.50	50.89

Job Group: N3 HUMAN RESOURCES SUPPORT

<u>N3 Job Title</u>
HUMAN RESOURCES ASSISTANT II
HUMAN RESOURCES ASSISTANT III

	<u>Female</u>	<u>Minority</u>
Total %	100.00	78.57

Job Group: N6 PURCHASING SUPPORT

<u>N6 Job Title</u>
DISTRIBUTED PURCHASING ASST
REQUISITIONS ASSISTANT

	<u>Female</u>	<u>Minority</u>
Total %	100.00	0.00

LAWRENCE BERKELEY NATIONAL LABORATORIES

Appendix A- Job Group Analysis

Lab-wide Analysis-Data as of 10/01/2007

Job Group: **N7** **OTHER SUPPORT**

<u>N7 Job Title</u>
MATERIAL HANDLER 3

	<u>Female</u>	<u>Minority</u>
Total %	14.29	71.43

Job Group: **O1** **MACHINE SHOP**

<u>O1 Job Title</u>
MECHANICAL ENGR MACHINIST II
MECHANICAL ENGR MACHINIST III

	<u>Female</u>	<u>Minority</u>
Total %	0.00	12.50

Job Group: **O2** **CRAFT/TRADES**

<u>O2 Job Title</u>
AIR COND/REFRIG MECH
CARPENTER
CARPENTER LEAD
ELECTRICIAN
ELECTRICIAN LEAD
PAINTER
PLUMBER/FITTER
RIGGER
RIGGER (CERTIFIED CRANE OPR
SHEET METAL WORKER I
SHEET METAL WORKER II
WELDER

	<u>Female</u>	<u>Minority</u>
Total %	2.27	36.36

Job Group: **O3** **MECHANICS REPAIR**

<u>O3 Job Title</u>
PLANT MAINTENANCE TECH LEAD
PLANT MAINTENANCE TECH PRINC
PLANT MAINTENANCE TECH SPEC

	<u>Female</u>	<u>Minority</u>
Total %	0.00	35.71

Job Group: **P1** **SEMI-SKILLED**

<u>P1 Job Title</u>
LABORER SPECIALIST
LABORER, SENIOR
MOTOR VEHICLE MECHANIC
PLANT ASSISTANT I
PLANT ASSISTANT II
PLANT ASSISTANT III
SR. MATERIAL SPECIALIST
TRUCK DRIVER
TRUCK DRIVER LEAD

	<u>Female</u>	<u>Minority</u>
Total %	4.35	65.22

LAWRENCE BERKELEY NATIONAL LABORATORIES
Appendix A- Job Group Analysis
Lab-wide Analysis-Data as of 10/01/2007

Job Group: Q2 BUS DRIVER

<u>Q2 Job Title</u>
BUS DRIVER
BUS DRIVER LEAD

	Female	Minority
Total %	18.18	100.00

Job Group: Q3 CUSTODIAN

<u>Q3 Job Title</u>
CUSTODIAN
CUSTODIAN SR

	Female	Minority
Total %	40.00	80.00

Affirmative Action Program

Appendix B

Availability Analysis

OVERVIEW The following discussion describes how the Laboratory performs availability analyses. The Laboratory uses availability estimates to set goals for underutilized job groups. The Laboratory Utilization Analysis found in Appendix C includes by job group, current information on utilization and availability of women and minorities in the following ethnic groups: Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.

DEFINITION AND ROLE OF AVAILABILITY The Availability Analysis estimates the percentages of qualified minorities and women available for employment in each identified job group. The Laboratory considers external labor market areas from which the Laboratory usually seeks or reasonably could seek workers to fill the positions and feeder job groups in the existing workforce when computing the potential workforce availability for Laboratory positions. The potential workforce is identified by considering current statistical data relevant to each job group.

Availability plays a central role in affirmative action planning and provides a standard of comparison against which the Laboratory determines whether a job group is underutilizing women or minorities. Availability also defines the number of potential applicants from which the Laboratory could draw when seeking to enhance the employment opportunities of women and minorities; availability further helps to identify the ultimate employment goals the Laboratory should endeavor to meet.

Estimating availability is not an exact science. In calculating data on external labor markets, it is not possible to quantify job interest, precisely match internal job titles with the characteristics of workers in the external labor market, and assess the qualifications of potential applicants so that these data may be incorporated statistically and accurately into the availability analysis.

Moreover, the available data are less than perfect. The 2000 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, become dated as the time between the plan year and the census year increases, and suffer from large-sampling variations for both small geographic areas and selected occupations. To some extent, these problems can be offset by supplementing census data with educational statistics, data on employee promotions and transfers, and applicant flow data. However, availability statistics are never more than estimates.

**DEFINITION AND ROLE
OF AVAILABILITY
(continued)**

Availability estimates for all job groups at the Laboratory were calculated at the beginning of Fiscal Year 2008 (October 1st 2007). The regulation 41 CFR 60-2.14 requires the use of a two-factor analysis, stipulating the consideration of the following when calculating availability: (1) the percentage of minorities or women with requisite skills in the reasonable recruitment area; and (2) the percentage of minorities or women among those promotable, transferable, and trainable within the organization.

**AVAILABILITY
ANALYSIS**

An availability analysis determines the proportions one might expect women and minorities to be represented in a job group, based on their availability in the relevant labor market. Additionally, this analysis creates the basis for determining whether women or minorities are underutilized within a job group, whereby goals will be established, equal to availability and will serve as reasonably attainable objectives in correcting underutilization. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). The analysis of the recruitment area and rationales of the weighting factors for each job group can be found in the External Sources (Factor 1) narrative.

Listed below are the procedures used to develop the availability statistics for each job group in this plan.

Define the Relevant Labor Market. Normal recruitment areas for each job group have been established based on review over time of areas from which new employees have been hired. These areas could be one or a combination of the following: the nation, the state of California, the five Bay Area counties: Alameda, Contra Costa, Marin, San Francisco, and Santa Clara, or the internal workforce of the Laboratory.

Weighted Factor

In calculating availability statistics, each data set is weighted according to the proportions from which the Laboratory draws to occupy job groups. Personnel activities (e.g., hires and promotions) over the last three years are analyzed to assess the proportion of movement into job groups that came from external and internal labor markets. These proportions are used to weight availability estimates.

Data Sources Personnel are recruited from within the Laboratory and external sources on multi-geographic levels. In general, external sources from which the Laboratory recruits come from three geographic levels: local, state, and national. If the characteristics of the national labor force and population were identical to the characteristics of state and local labor market areas, it would make no difference which demographic labor-force characteristics were used in analyzing the Laboratory's workforce availability.

However, the proportions of minority population (and consequently labor-force characteristics) vary significantly from the county to the state to the national geographic areas.

The Laboratory examines data for each job group within the geographical areas or recruitment area relevant to the nature of the positions within that job group. The research and development responsibilities of the Laboratory are of a highly specialized technical nature. The Laboratory workforce necessitates a mix of specialties often different from those available in the local labor market. As a result, the recruitment area for all job groups is not the same.

For example, local or county census data are used as part of the calculation of data for the clerical job groups, whereas national census data are used for the Scientific and Engineering job groups. The percentage of women and minorities distributed within each job group will be relative (to a significant degree) to the availability in the appropriate recruitment area.

Most clerical and technician positions (as well as many other occupations) will be recruited from the local area. Therefore, the distribution of women and minorities in these positions should be similar to the availability of women and minorities with the requisite skills in the local labor-market area.

External Sources (Factor 1) Factor 1 of the availability computations reflects external sources of potential employees. Raw statistics for these factors are drawn from 2000 U.S. Census data for local geographic counties. The 2000 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, and become dated as the time between the plan year and the census year increases. We have offset these problems to some extent by supplementing our availability calculations with educational statistics published by the Commission on Professionals in Science and Technology in September 2004.

Local recruitment areas are selected when the required educational skill levels are such that is reasonable to expect that a diverse pool of qualified applicants exist within the five Bay Area counties. The recruitment area is statewide when it is necessary to broaden the applicant pool beyond the local area in order to get a diverse qualified pool. The recruitment area is nationwide for job groups with high levels of responsibility and/or expertise and therefore a national search is necessary to yield the strongest candidate pool.

The reasonable recruitment area is local for the following job groups: K1, K2, K3, K4, K5, K6, L1, L5, L6, L7, M1, M3, M4, M5, M6, M7, N1, N3, N6, N7, O1, O2, O3, P1, Q2, Q3

The reasonable recruitment area is the State of California for the following job groups: M2

The reasonable recruitment area is National for the following job groups: H1, H2, H3, H4, J1, J2, J3, J4, J5, J6, J7, J8, L2, L3, L4, L8

Internal Sources (Factor 2) Factor 2 represents internal sources for job placements, consisting of feeder job groups. For a given job group, a feeder job group is defined as the job group that is typically a source of personnel (through promotions or transfers) for the given job group. The identified feeder groups were selected according to where the most qualified candidates for promotion into the given job group are likely to exist.

Computation Method Availabilities are computed separately for each job group and obtained from a two-stage weighted averaging of the data. This process is described below.

Initial Weighting Stage- This involves assigning value weights to the different data sets incorporated within an individual factor. An individual factor may incorporate data from a number of sources. For example, Factor 1 (skilled workforce, local area) incorporates 2000 Census data for the number of individuals with specific requisite skills in each of the local counties. In addition, Factor 1 is also supplemented with the educational statistics published by Commission on Professionals in Science and Technology.

Computation Method (Continued) The value weights assigned to the different data sets depend on the varying degree of relevancy of the Census occupational codes appropriate for employment in the job group and the geographical area from which employees are typically recruited for the job group.

Secondary Weighting Stage- This involves assigning value weights to each of the two factors to reflect their relevance to the overall availability for the specific job group under consideration. Because most jobs at the Laboratory are recruited from outside of the organization, Factor 1 is typically given more weight than Factor 2 in each job group. The weight values assigned to the remaining factors vary, depending on an assessment of their relevance to the overall availability for the job group.

Scientific and Professional Availability To estimate availability for these job groups, a separate availability estimate is calculated for each subgroup.

Selected statistics from the Commission on Professionals in Science and Technology 2004 report have been used. These statistics are available by detailed sub fields and allow us to separate doctoral recipients who are U.S. citizens or non-U.S. citizens with permanent visas from non-U.S. citizens with temporary visas.

GOALS These goals are set equal to estimates of availability in underutilized job groups where the current utilization is less than the availability, by at least one whole person. See Appendix C.

The large number of factors that influence the attainment of goals, (such as anticipated turnover, reduction of workforce caused by budget constraints, administrative controls on hiring and hiring-related activities caused by budget constraints, and changes in scientific programs and funding) and especially placement opportunities, require consideration in determining whether or not they could be reached using every good faith effort as outlined in the Section 5, Action Oriented Programs.

Underutilization In those instances where current utilization is less than availability, underutilization exists within job groups, and annual percentage placement goals were set to address disparities. In all instances, goals were set for women and minorities equal to availability and were designed to reverse situations of underutilization of women and minorities as identified.

See attached Laboratory-Wide Underutilization Summary Analysis

NOTE:

The ethnic categories as specified in	
Appendix A	The OFCCP Regulations
Black	Black
Hispanic	Hispanic
Asian	Asian or Pacific Islander
American Indian	American Indian or Alaskan Native

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(H1) LAB SCIENTIFIC MGMT Employee: 11 Current Utilization: Availability: Underutilized	0	0.00	1	9.09	0	0.00	1	9.09	0	0.00	0	0.00
		24.83		24.39		3.10		15.24		0.03		6.02
		Yes		Yes		No		No		No		No
(H2) LAB OPERATIONS MGMT Employee: 23 Current Utilization: Availability: Underutilized	9	39.13	6	26.09	1	4.35	3	13.04	0	0.00	2	8.70
		38.39		17.89		4.44		7.99		0.40		4.66
		No		No		No		No		No		No
(H3) ADMINISTRATIVE MGMT Employee: 81 Current Utilization: Availability: Underutilized	40	49.38	15	18.52	2	2.47	11	13.58	0	0.00	2	2.47
		47.83		30.91		7.27		17.79		0.48		5.06
		No		Yes		Yes		Yes		No		Yes
(H4) TECHNICAL MGMT Employee: 40 Current Utilization: Availability: Underutilized	10	25.00	5	12.50	0	0.00	4	10.00	0	0.00	1	2.50
		28.23		23.24		5.09		11.95		0.55		5.26
		No		Yes		Yes		No		No		Yes
(J1) BIO SCIENCES Employee: 117 Current Utilization: Availability: Underutilized	39	33.33	42	35.90	0	0.00	38	32.48	0	0.00	4	3.42
		43.21		23.38		2.76		16.36		0.29		3.97
		Yes		No		Yes		No		No		No

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(J2) CHEMIST												
Employee:	49											
Current Utilization:	11	22.45	12	24.49	2	4.08	9	18.37	0	0.00	1	2.04
Availability:		29.72		20.73		2.25		14.59		0.36		3.53
Underutilized		Yes		No		No		No		No		No
(J3) PHYSICIST												
Employee:	169											
Current Utilization:	15	8.88	39	23.08	3	1.78	30	17.75	0	0.00	6	3.55
Availability:		13.63		17.48		1.52		13.30		0.20		2.46
Underutilized		Yes		No		No		No		No		No
(J4) COMPUTER SCIENTIST												
Employee:	77											
Current Utilization:	6	7.79	16	20.78	1	1.30	12	15.58	0	0.00	3	3.90
Availability:		20.73		24.07		2.87		18.15		0.36		2.68
Underutilized		Yes		No		Yes		No		No		No
(J5) ENGINEERS												
Employee:	28											
Current Utilization:	1	3.57	5	17.86	0	0.00	5	17.86	0	0.00	0	0.00
Availability:		15.28		20.14		2.57		13.25		1.55		2.83
Underutilized		Yes		No		No		No		No		No
(J6) EARTH SCIENCES												
Employee:	60											
Current Utilization:	8	13.33	19	31.67	1	1.67	18	30.00	0	0.00	0	0.00
Availability:		30.83		17.29		1.54		11.66		0.48		3.60
Underutilized		Yes		No		No		No		No		Yes

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(J7) ECONOMICS Employee: 28 Current Utilization: Availability: Underutilized	3	10.71	6	21.43	0	0.00	6	21.43	0	0.00	0	0.00
		20.83		16.92		4.12		8.10		0.72		3.33
		Yes		No		Yes		No		No		No
(J8) MATERIAL SCIENCES Employee: 30 Current Utilization: Availability: Underutilized	3	10.00	7	23.33	0	0.00	5	16.67	0	0.00	2	6.67
		25.70		19.30		2.60		13.40		0.30		3.00
		Yes		No		No		No		No		No
(K1) ADMINISTRATIVE SUPPORT Employee: 68 Current Utilization: Availability: Underutilized	61	89.71	33	48.53	13	19.12	10	14.71	1	1.47	9	13.24
		69.44		45.18		16.24		18.52		0.36		9.59
		No		No		No		Yes		No		No
(K2) HUMAN RESOURCES Employee: 37 Current Utilization: Availability: Underutilized	28	75.68	15	40.54	3	8.11	11	29.73	0	0.00	1	2.70
		74.06		44.30		13.27		17.69		0.58		11.87
		No		No		Yes		No		No		Yes
(K3) FINANCIAL SUPPORT Employee: 114 Current Utilization: Availability: Underutilized	88	77.19	60	52.63	11	9.65	41	35.96	0	0.00	8	7.02
		58.30		39.64		8.32		19.76		0.67		9.00
		No		No		No		No		No		Yes

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(K4) LEGAL												
Employee:	8											
Current Utilization:	5	62.50	3	37.50	0	0.00	2	25.00	0	0.00	1	12.50
Availability:		39.95		25.73		5.86		12.81		0.45		4.72
Underutilized		No		No		No		No		No		No
(K5) TECHNICAL EDITOR												
Employee:	14											
Current Utilization:	7	50.00	4	28.57	0	0.00	4	28.57	0	0.00	0	0.00
Availability:		88.03		47.09		18.36		14.37		1.45		12.84
Underutilized		Yes		Yes		Yes		No		No		Yes
(K6) OTHER ADMIN PROFESSIONAL												
Employee:	54											
Current Utilization:	38	70.37	13	24.07	3	5.56	9	16.67	0	0.00	1	1.85
Availability:		61.87		40.52		13.31		16.14		0.84		9.89
Underutilized		No		Yes		Yes		No		No		Yes
(L1) INFORMATION TECHNICIAN												
Employee:	303											
Current Utilization:	65	21.45	99	32.67	16	5.28	72	23.76	2	0.66	9	2.97
Availability:		26.06		39.08		3.27		29.72		0.34		4.57
Underutilized		No		No		No		Yes		No		Yes
(L2) MECHANICAL ENGINEER												
Employee:	32											
Current Utilization:	1	3.13	7	21.88	1	3.13	6	18.75	0	0.00	0	0.00
Availability:		10.21		23.60		1.60		20.65		0.24		1.11
Underutilized		Yes		No		No		No		No		No

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(L3) ELECTRICAL ENGINEER Employee: 23 Current Utilization: Availability: Underutilized	0	0.00	5	21.74	1	4.35	3	13.04	0	0.00	1	4.35
		24.90		42.40		7.36		30.16		0.15		4.73
		Yes		Yes		No		Yes		No		No
(L4) ENVIRON'T HLTH & SAFETY Employee: 36 Current Utilization: Availability: Underutilized	13	36.11	8	22.22	2	5.56	3	8.33	0	0.00	3	8.33
		30.70		18.85		5.49		8.15		0.61		4.00
		No		No		No		No		No		No
(L5) FACILITIES Employee: 15 Current Utilization: Availability: Underutilized	2	13.33	3	20.00	1	6.67	2	13.33	0	0.00	0	0.00
		35.07		36.08		11.47		11.89		2.16		10.50
		Yes		Yes		No		No		No		Yes
(L6) TECHNICAL SUPERVISOR Employee: 44 Current Utilization: Availability: Underutilized	5	11.36	15	34.09	2	4.55	7	15.91	0	0.00	6	13.64
		35.89		43.12		13.49		21.38		0.30		6.91
		Yes		Yes		Yes		Yes		No		No
(L7) TECHNICAL ASSOCIATE Employee: 140 Current Utilization: Availability: Underutilized	19	13.57	32	22.86	4	2.86	23	16.43	1	0.71	4	2.86
		20.29		38.69		4.87		28.10		0.16		4.76
		Yes		Yes		Yes		Yes		No		Yes

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(L8) RESEARCH ASSOCIATE												
Employee:	139											
Current Utilization:	76	54.68	64	46.04	3	2.16	50	35.97	1	0.72	10	7.19
Availability:		44.00		30.75		8.06		14.56		1.01		6.24
Underutilized		No		No		Yes		No		No		No
(M1) COMPUTER TECHNICIAN												
Employee:	8											
Current Utilization:	0	0.00	6	75.00	2	25.00	4	50.00	0	0.00	0	0.00
Availability:		33.95		38.49		3.91		27.46		0.55		4.47
Underutilized		Yes		No		No		No		No		No
(M2) MECHANICAL TECHNICIAN												
Employee:	42											
Current Utilization:	0	0.00	7	16.67	1	2.38	3	7.14	0	0.00	3	7.14
Availability:		21.46		52.58		4.96		27.17		0.65		17.74
Underutilized		Yes		Yes		Yes		Yes		No		Yes
(M3) ELECTRONIC TECHNICIAN												
Employee:	32											
Current Utilization:	4	12.50	9	28.13	1	3.13	5	15.63	0	0.00	3	9.38
Availability:		20.11		51.76		4.93		32.48		0.18		12.45
Underutilized		Yes		Yes		No		Yes		No		No
(M4) OTHER TECHNICIAN												
Employee:	21											
Current Utilization:	8	38.10	13	61.90	2	9.52	10	47.62	0	0.00	1	4.76
Availability:		19.21		48.98		4.72		30.50		0.16		12.08
Underutilized		No		No		No		No		No		Yes

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(M5) DESIGN/GRAPHIC Employee: 10 Current Utilization: Availability: Underutilized	4	40.00	3	30.00	1	10.00	0	0.00	0	0.00	2	20.00
		39.72		29.88		3.63		13.46		0.85		9.85
		No		No		No		Yes		No		No
(M6) HEALTH/MEDICAL Employee: 19 Current Utilization: Availability: Underutilized	3	15.79	14	73.68	7	36.84	6	31.58	0	0.00	1	5.26
		60.63		36.99		13.19		15.07		0.78		7.42
		Yes		No		No		No		No		No
(M7) ACCELERATOR OPERATORS Employee: 11 Current Utilization: Availability: Underutilized	3	27.27	3	27.27	0	0.00	2	18.18	0	0.00	1	9.09
		54.29		36.96		3.48		24.30		0.19		7.12
		Yes		Yes		No		No		No		No
(N1) OFFICE SUPPORT Employee: 112 Current Utilization: Availability: Underutilized	98	87.50	57	50.89	31	27.68	17	15.18	0	0.00	9	8.04
		91.15		37.30		7.33		14.68		0.85		12.73
		No		No		No		No		No		Yes
(N3) HUMAN RESOURCES SUPPORT Employee: 14 Current Utilization: Availability: Underutilized	14	100.00	11	78.57	4	28.57	4	28.57	0	0.00	3	21.43
		81.75		47.38		13.40		15.85		0.00		17.65
		No		No		No		No		No		No

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(N6) PURCHASING SUPPORT												
Employee:	2											
Current Utilization:	2	100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Availability:		56.55		41.11		6.67		19.35		0.90		12.25
Underutilized		No		No		No		No		No		No
(N7) OTHER SUPPORT												
Employee:	14											
Current Utilization:	2	14.29	10	71.43	1	7.14	0	0.00	4	28.57	5	35.71
Availability:		18.98		60.93		14.24		13.82		1.38		29.42
Underutilized		No		No		No		Yes		No		No
(O1) MACHINE SHOP												
Employee:	16											
Current Utilization:	0	0.00	2	12.50	0	0.00	2	12.50	0	0.00	0	0.00
Availability:		1.65		44.29		3.15		25.15		1.55		12.74
Underutilized		No		Yes		No		Yes		No		Yes
(O2) CRAFT/TRADES												
Employee:	44											
Current Utilization:	1	2.27	16	36.36	6	13.64	1	2.27	2	4.55	7	15.91
Availability:		3.60		41.45		3.71		9.58		1.19		24.73
Underutilized		No		No		No		Yes		No		Yes
(O3) MECHANICS REPAIR												
Employee:	14											
Current Utilization:	0	0.00	5	35.71	1	7.14	1	7.14	1	7.14	2	14.29
Availability:		11.39		24.72		1.07		12.24		1.78		9.63
Underutilized		Yes		No		No		No		No		No

LAWRENCE BERKELY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2007

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(P1) SEMI-SKILLED Employee: 23 Current Utilization: Availability: Underutilized	1	4.35	15	65.22	7	30.43	3	13.04	0	0.00	5	21.74
		15.02		61.33		7.75		13.47		10.10		28.45
		Yes		No		No		No		Yes		Yes
(Q2) BUS DRIVER Employee: 11 Current Utilization: Availability: Underutilized	2	18.18	11	100.00	11	100.00	0	0.00	0	0.00	0	0.00
		32.29		61.22		30.06		10.98		1.02		17.14
		Yes		No		No		Yes		No		Yes
(Q3) CUSTODIAN Employee: 25 Current Utilization: Availability: Underutilized	10	40.00	20	80.00	5	20.00	5	20.00	0	0.00	10	40.00
		27.11		75.46		9.14		15.41		0.85		48.34
		No		No		No		No		No		No
Totals:	2,158		705		150		448		12		126	

OVERVIEW The following terms and definitions are used in the Laboratory's Fiscal Year 2007 Affirmative Action Program (AAP). This list of definitions and terms is not intended to be exhaustive but is limited to those words that are significant to the administration of Equal Employment Opportunity/Affirmative Action, (EEO/AA) programs.

EEO/AA POLICY STATEMENT Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, sexual orientation, disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law, or U.S. Department of Energy (DOE) or University of California regulations. The Laboratory also undertakes affirmative action regarding women, minorities, individuals with disabilities, and covered veterans.

LIST OF TERMS:

Adverse Impact A substantially different rate of selection in hiring, promotion, or other employment-related personnel actions that work to the disadvantage of a particular race, sex, or ethnic group.

Affirmative Action A concerted effort by Laboratory management to enhance the participation of protected groups that historically have been underutilized in the work force, i.e., women, minorities, individuals with disabilities, and covered veterans.

Applicant An individual who has submitted requisite application materials for a specific advertised Laboratory position and who meets the minimum qualifications for that position.

Applicant Flow The number of qualified applicants by gender and ethnicity in each job group during the fiscal year.

Applicant Pool A collection of applicants who have applied for a position and who meet the minimum qualifications for that position.

Armed Forces Service Medal Veteran	Armed Forces Service Medal Veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
Covered Veterans	Covered Veterans includes disabled veterans Vietnam era veterans, recently separated veterans, veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, and Armed Forces service medal veterans.
Disabled Veteran	(1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.
Equal Employment Opportunity (EEO)	Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, sexual orientation, disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law, or U.S. Department of Energy (DOE) or University of California regulations. The Laboratory also undertakes affirmative action regarding women, minorities, individuals with disabilities, and covered veterans.
EEO-1 Categories	These categories are: A. Officials and Managers; B. Professionals; C. Technicians; D. Office and Clerical; E. Skilled Crafts; F. Semi-Skilled; and G. Service Workers.
Fiscal Year (FY)	An official accounting period used by the U.S. Department of Energy (DOE) that runs from October 1 to September 30. The Laboratory uses the same accounting period. The fiscal year is designated by the calendar year in which it ends. For example, FY92 is October 1, 1991 to September 30, 1992.

Individual with a Disability	Under the federal regulations, an individual with a disability is one who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of such impairment, or is regarded as having such impairment. In making reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, the University complies with the more expansive definition provided under California law, which requires only that a disability "limit" a major life activity rather than "substantially limit" the activity. With respect to all other affirmative action program requirements, the federal definition applies.
Internal Posting	A competitive process in which the applicant population is limited to the employees in a designated organizational unit.
Internet Applicant	The Internet Applicant file rule, issued by the Office of Federal Contract Compliance Programs (OFCCP) addresses record keeping by Federal contractors about the Internet hiring process and the solicitation of race, gender, and ethnicity of Internet Applicants. The record keeping requirements of the rule will provide meaningful data that OFCCP will use to enhance its enforcement of the nondiscrimination laws.
Job Group	A grouping of jobs cutting across departmental lines. Jobs that are grouped together with similar job content, wage rates, and promotional opportunities, irrespective of department or line of progression. The job group is the basic unit for successive affirmative action program analyses which will build upon it, including an availability analysis and any employment goals that may be established thereafter.
Major Life Activities	Major life activities means functions such as caring for oneself, performing manual tasks, walking seeing, hearing, speaking, breathing, learning and working. (41CFR 60-741.2)
Numerical Parity	Numerical parity is achieved when underutilization is eliminated, i.e., when representation is at or above availability.
Organizational Units	Officially recognized sections, groups, offices, centers, divisions, and departments that make up the entire Laboratory.
Outreach	Outreach is a long-term process to inform the public about the Laboratory, with an emphasis on building and sustaining a multicultural organization. The process includes sharing the Laboratory's mission, vision, and strategic direction with all segments of society, educating the public about science and research, and informing potential applicants about Laboratory employment and career opportunities.
Performance /Progress Review	A written evaluation of a Laboratory employee's work performance over a specified period of time.

Placement Goal	An objective to attain a percentage of hires (placement rates) comparable to availability pools for protected classes that are underutilized in specific job groups.
Placement Rate	The percentage of hires of a protected class in all open recruitments for a given job group.
Pregnancy	Includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
Promotion	The change of an employee from one position to another in a classification having a higher salary range maximum.
Protected Class	Legally identified groups that are specifically protected by statute against employment discrimination. Unlike "affected class," which must be demonstrated, protected class status is established by law. Protected class includes, but is not limited to, women, historically underutilized minorities, , or, disabled individuals, and covered veterans.
Qualified Individual with a Disability	An individual with a disability who is capable of performing the essential functions of a particular job with or without reasonable accommodation to his or her disability.
Qualified Special Disabled Veteran	A special disabled veteran who is capable of performing the essential functions of a particular job with or without reasonable accommodation to his or her disability.
Recently Separated Veteran	A veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
Recruitment Procedures	Methods designed to attract applicants for employment opportunities at the Laboratory, with a particular emphasis directed towards groups that historically may have experienced discrimination, particularly for job groups in which such protected groups are currently underutilized.
Regulations and Procedures Manual (RPM)	This manual identifies Laboratory administrative policies and procedures, defines responsibilities of supervisors and employees, and promotes conformity and consistency in the application of the policies and procedures throughout the Laboratory.

Selection Procedures Any measure, combination of measures, or procedure, other than a bona fide seniority system, used as a basis for any employment decision. Selection procedures include a full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.

Statistically Significant In utilization analyses, identified underutilization is said to be statistically significant if the probability is 5% or less then the differences between the utilization rate and the availability rate that have occurred as a result of random chance. Statistically significant differences typically occur when the number of employees in a given job group is high, availability is high, and representation is low.

Underutilization Having fewer women or minorities in a particular job group than would reasonably be expected by their availability.

Utilization Analysis A comparison between availability estimates and the actual work force for women and minorities in a given job group.

Vietnam Era Veteran A person who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 1964 and May 7, 1975, in all other cases; or (2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964 and May 7, 1975, in all other cases.

Weighted Average A weighted average is used like a simple average when the populations of the groups in question vary in size. For example, if Job Group 1 has an availability of 50% and Job Group 2 has an availability of 30%, then the simple average availability for the two job groups combined would be 40%. If the job groups have different population sizes, the simple average is not an accurate estimate of the expected percentage composite availability. The appropriate measure of composite availability would be the weighted average. If Job Group 1 contains 100 employees and Job Group 2 contains 50 employees, then the composite availability computed with a weighted average would be $(100 \times 50\% + 50 \times 30\%) \div 150 = 43.3\%$.

Weighted Average (Continued) All composite availability estimates will be computed by the weighted average method and will be referred to by the term "aggregate availability."

Work Force Analysis A listing of each job title ranked from the lowest to the highest paid within each organizational unit. For each job title, the total number of incumbents, the total number of male and female incumbents and the total number of male and female incumbents in each of the following groups are given: Blacks, Hispanics, Asians, and American Indians.